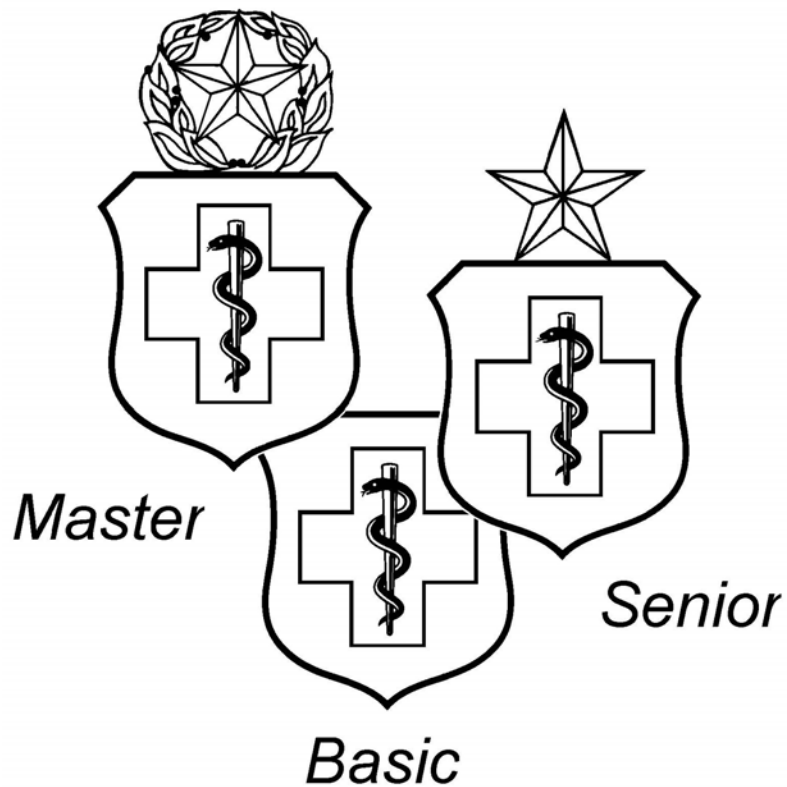


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Parts I and II
23 December 2005

AFSC 4Y0X1

DENTAL ASSISTANT SPECIALTY



**CAREER FIELD EDUCATION
AND TRAINING PLAN**

**CAREER FIELD EDUCATION AND TRAINING PLAN
DENTAL ASSISTANT SPECIALTY AFSC 4Y0X1**

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CAREER FIELD EDUCATION AND TRAINING PLAN DENTAL ASSISTANT SPECIALTY AFSC 4Y0X1

Preface

1. This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle education and training requirements, training support resources, and minimum core task requirements for this specialty. The CFETP will provide personnel a clear career path to success and will instill rigor in all aspects of career field training.

NOTE: Civilians occupying associated positions will use Part II to support duty position qualification training.

2. The CFETP consists of two parts; supervisors plan, manage, and control training within the specialty using both parts of the plan.

2.1. Part I provides information necessary for overall management of the specialty. Section A explains how to use the plan; Section B identifies career field progression information, duties and responsibilities, training strategies, and career field path; Section C associates each level with specialty qualifications (knowledge, education, experience, training, and other); Section D indicates resource constraints; and Section E identifies transition training guide requirements for SSgt through MSgt.

2.2. Part II includes the following: Section A identifies the Specialty Training Standard (STS) and includes duties, tasks, technical references to support training, Air Education and Training Command (AETC) conducted training, core and critical tasks, and correspondence course requirements; Section B contains the course objective list and training standards supervisors will use to determine if Airmen satisfied training requirements; Section C identifies available support materials (i.e. Qualification Training Packages); Section D identifies the training course index supervisors can use to determine resources available to support training, included here are both mandatory and optional courses; and Section E identifies MAJCOM unique training requirements supervisors can use to determine additional training required for associated qualification needs. At the unit level, supervisors and trainers will use Part II to identify, plan, and conduct training commensurate with the overall goals of this plan. Documentation of training is outlined in section F via the use of competency folders; this section outlines the format and documentation necessary to maintain a competency folder.

3. Using guidance provided in the CFETP will ensure individuals in this specialty receive effective and efficient training at the appropriate points in their career. This plan will enable us to train today's work force for tomorrow's jobs.

ABBREVIATIONS AND TERMS EXPLAINED

Advanced Training (AT). A formal course which provides individuals who are qualified in one or more positions of their Air Force Specialty (AFS) with additional skills/knowledge to enhance their expertise in the career field. Training is for selected career airmen at the advanced level of an AFS.

Air Education and Training Command (AETC). Conducts basic training for all Air Force enlisted personnel, produces skilled flying and ground personnel, and trains many of the world's military forces. Along with basic military, technical, and flying training, AETC provides other types of training, such as aircrew transitional, special, advanced, lateral, and survival training.

Air Force Career Field Manager (AFCFM). Representative appointed by the AF Surgeon General; the Air Force focal point. Serves as the primary advocate for the career field, addressing issues and coordinating functional concerns across various staffs. Responsibilities include: guide and counsel AF personnel on all matters related to the training, utilization, and sustainment of dental ancillary personnel.

Air Force Dental Readiness Assurance Program (AFDRAP). AFDRAP is designed to focus attention on USAF Dental Service programs and activities that support maintaining a high level of Air Force readiness. AFDRAP includes the following programs: Periodic Dental Examination, Dental Classifications, Dental Readiness Class 3 and 4 Monitoring, Dental Clearance Programs and Availability/Access to Care.

Air Force Institute for Advanced Distributed Learning (AFIADL). Provides instructional opportunities for customers beyond the confines of the formal classroom. AFIADL has an enrollment, distribution, tracking, and testing system in place for distance learning courses.

Air Force Job Qualification Standard/Command Job Qualification Standard (AFJQS/CJQS). A comprehensive task list that describes a particular job type or duty position. They are used by supervisors to document task qualifications. The tasks on AFJQS/CJQS are common to all persons serving in the described duty position.

Air Force Specialty (AFS). A group of positions (with the same title and code) that require common qualifications.

Air Reserve Component (ARC). This term is used as an overarching term when referring to both the Air National Guard and Air Force Reserve Component together.

Career Development Course (CDC). Self-study correspondence course to provide Airmen with fundamental knowledge of their AFS.

Career Field Education and Training Plan (CFETP). A comprehensive, core training document that identifies all education and training for a career field. It is a diagram for professional military and career technical development. The CFETP's singular design unites the training efforts of AETC and the using MAJCOMs to eliminate waste and thereby defend training budget requirements.

Certification. A formal indication of an individual's ability to perform a task to required standards.

Certification Official. A person responsible for determining an individual's ability to perform a task to required standards.

Chief, Dental Services (CDS). The dental officer in charge of base dental services.

Continuation Training. Additional training exceeding upgrade and qualification training requirements with emphasis on present or future duty assignments.

Core Tasks. Tasks the AFCFM identifies as minimum qualification requirements for everyone within an AFSC, regardless of duty position. Core tasks may be specified for a particular skill level or in general across the AFSC. Guidance for using core tasks can be found in the applicable CFETP narrative.

Course Objective List (COL). A publication, derived from initial/advanced skills course training standards, identifying the tasks knowledge requirements, and respective standards provided to achieve a specific skill level in this career field. Supervisors can use the COL to conduct graduate evaluations.

Critical Task. A task that requires specific training and certification prioritized above other tasks. Tasks may be defined as critical either through AFI, Technical Orders, higher headquarters, or at any level in the unit.

Exportable Training. Additional training via computer assisted, read ahead material (paper text), interactive video, or other necessary means to supplement training. (Also referred to as distance learning).

Initial Skills Training. A formal school course which results in award of a 3-skill level AFSC for enlisted personnel.

Major Command (MAJCOM) Functional Manager (MFM). A person appointed as the senior representative for an AFS within a specific MAJCOM. Among other responsibilities, MAJCOM FMs work with the AFCFM to develop, implement, and maintain the CFETP.

Mirror Force. Maximizing the mission readiness capability of the Air Force Medical Service through a combined effort of Active Duty, Reserve, and National Guard by sharing values and principles, optimizing a total force strategy, using technology effectively and efficiently, training for joint tasking and creating a dynamic environment which maximizes everyone's potential.

On-the-Job Training (OJT). A training method used to certify personnel in both upgrade (skill level award) and job qualification (duty position certification) training. It is hands-on, over-the-shoulder training conducted at the duty location by a qualified trainer.

Qualification Training (QT). Hands-on performance-based training designed to qualify a trainee in a specific duty position. This training occurs both during and after upgrade training to maintain qualifications.

Qualification Training Package (QTP). An instructional package designed for use at the unit to qualify, or aid qualification in a duty position or program, on a piece of equipment, or on a performance item identified for competency verification within this CFETP. QTPs establish performance standards and are designed to standardize skills verification and validation of task competency. It may be printed, computer based, or other media.

Resource Constraints. Resource deficiencies such as money, facilities, time, manpower, and equipment that prevents training from being developed or delivered.

Skills Training. Training which results in the award of a skill level.

Specialty Training. A mix of formal training (technical school) and informal training (on-the-job), to qualify and upgrade trainees in each skill level of a specialty.

Specialty Training Standard (STS). An Air Force publication that describes an AFS in terms of tasks and knowledge that an Airman in that specialty may be expected to perform or to know on the job. It also identifies the training provided to achieve a 3-, 5-, or 7-skill level within an enlisted AFS. The STS further serves as a contract between AETC and the functional user to show which of the overall training requirements for an Air Force Specialty Code (AFSC) are taught in formal schools and correspondence courses.

Total Force. All collective Air Force components: (active, reserve, guard, and civilian elements of the United States Air Force).

Trainer. A trained, qualified person responsible for teaching personnel to perform specific tasks through on-the-job training.

Upgrade Training (UGT). Mandatory training which leads to attainment of a higher level of proficiency.

Utilization and Training Workshop (U&TW). A forum led by the AFCFM that incorporates the expertise of MAJCOM FMs, subject matter experts (SMEs), and AETC training personnel in order to determine career ladder training requirements.

Wartime Course. Comprised of those tasks that must be taught when courses are accelerated in a wartime environment.

Wartime tasks. Tasks to be taught in the 3-level course when the wartime courses have been activated. In response to a wartime scenario, these tasks will be taught in the 3-level course in a streamlined training environment. These tasks are only for those career fields that still need them applied to their schoolhouse tasks.

Section A - General Information

1. Purpose. This CFETP provides the information necessary for the AFCFM, MFMs, commanders, training managers, supervisors, and trainers to plan, develop, manage, and conduct an effective and efficient career field training program. The plan outlines the training that individuals in this AFS should receive in order to develop and progress throughout their career. This plan identifies initial skills, upgrade, qualification, advanced and proficiency training. Initial skills training is the AFS specific training an individual receives upon entry into the Air Force or upon retraining into this specialty for award of the 3-skill level. Normally, this training is conducted by AETC at one of the technical training centers. Upgrade training identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 3-, 5-, 7-, 9-skill level. Qualification training is actual hands-on task performance training designed to qualify an Airman in a specific duty position. This training occurs both during and after the upgrade training process. It is designed to provide the performance skills and knowledge required to do the job. Advanced training is formal specialty training used for selected Airmen. Proficiency training is additional training, either in-residence or exportable advanced training courses, or on-the-job training provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade. The CFETP has several purposes, some are:

1.1. Serves as a management tool to plan, manage, conduct, and evaluate the career field training program. Also, it is used to help supervisors identify training at the appropriate points in an individual's career.

1.2. Identifies task and knowledge training requirements for each skill level in the specialty and recommends training and education throughout each phase of an individual's career.

1.3. Lists training courses available in the specialty, identifies sources of training and the training delivery method.

1.4. Identifies major resource constraints that impact full implementation of the desired career field training process.

2. Uses. This plan will be used by MFMs and supervisors at all levels to ensure comprehensive and cohesive training programs are available for each individual in the specialty.

2.1. AETC training personnel will develop or revise formal resident, non-resident, field, and exportable training based upon requirements established by the users and documented in Part II of the CFETP. They will also work with the AFCFM to develop acquisition strategies for obtaining resources needed to provide the identified training.

2.2. MFMs will ensure their training programs complement the CFETP mandatory initial, upgrade, and proficiency requirements. Identified requirements can be satisfied by OJT, resident training, contract training, or exportable courseware/courses. MAJCOM developed training to support this AFSC must be identified for inclusion in this plan.

2.3. Each individual will complete the mandatory training requirements specified in this plan.

The list of courses in Part II will be used as a reference to support training.

2.4. The 381 TRS/XWAA, at 917 Missile Road, Sheppard AFB TX 76311-2246, will develop and revise QTPs according to the priorities assigned by the AFCFM.

3. Coordination and Approval. The AFCFM is the approval authority. Also, the AFCFM will initiate an annual review of this document to ensure currency and accuracy. MAJCOM representatives and AETC training personnel will identify and coordinate on the career field training requirements. Using the list of courses in Part II, they will eliminate duplicate training.

Section B - Career Field Progression and Information

4. Specialty Descriptions.

4.1. Dental Assistant Apprentice, Journeyman, and Craftsman.

4.1.1. Specialty Summary. Performs dental assisting, oral hygiene and administrative duties. Supervises dental assistant functions. Related DoD Occupational Subgroup: 133000.

4.1.2. Duties and Responsibilities.

4.1.2.1. Assists the dentist in the delivery of dental care. Receives patient, examines dental record, and prepares patient for treatment. Adjusts dental chair and selects and arranges instruments, materials and medicaments for use. Measures and records blood pressure. Prepares syringe for injection of anesthetics. Retracts tissues and maintains clear operating field. Prepares materials for making impressions and restoring defective teeth. Performs expanded dental assisting duties as required in support of dental treatment. Records entries in individual dental health record indicating condition of the oral cavity and treatment accomplished.

4.1.2.2. Performs dental health duties. Performs oral prophylaxis and periodontal scaling procedures utilizing hand instruments and/or ultrasonic scalers. Applies anticariogenic agents and places sealants. Polishes restorations and instructs patients in dental health maintenance. Assists in planning, developing, and conducting comprehensive dental health programs.

4.1.2.3. Exposes and processes dental radiographs. Adjusts radiographic equipment settings. Exposes intraoral/extraoral radiographs utilizing conventional and/or digital radiographic equipment. Processes, labels, and mounts films. Duplicates dental radiographs. Practices and enforces accepted radiation safety standards.

4.1.2.4. Engages in general dental duties. Follows infection control procedures and guidelines. Cleans, sterilizes, and sharpens dental instruments. Conducts sterilization equipment monitoring. Cleans, lubricates, and makes minor adjustments to dental equipment. Performs daily inspections and user maintenance of dental equipment. Practices and enforces accepted safety standards.

4.1.2.5. Performs dental administrative duties. Engages in dental practice management duties. Coordinates patient appointments utilizing an automated appointment scheduling system. Maintains dental health records, filing systems, and publications. Reviews correspondence,

reports, and records for accuracy. Develops, manages, and conducts unit hazard communication and dental training programs. Performs dental materiel functions related to procurement, custodial responsibilities, budgeting, and maintaining and disposing of dental supplies and equipment.

4.1.2.6. Administers unit self-inspection program. Inspects and evaluates administrative and paraprofessional practices employed in the dental service. Interprets inspection findings and reports deficiencies and outstanding accomplishments to the Chief, Dental Services (CDS). Consults with CDS to enhance administrative and paraprofessional functions.

4.2. Dental Superintendent and Chief Enlisted Manager (CEM).

4.2.1. Specialty Summary. Assists the CDS in the overall management and operation of dental services. Related DoD Occupational Subgroup: 133000.

4.2.2. Duties and Responsibilities.

4.2.2.1. Manages dental clinic and laboratory activities. Reviews correspondence, reports, and records for accuracy. Develops and analyzes statistical controls; implements improved clinical procedures and work methodology. Manages the annual operating budget and conducts profit analysis. Develops, coordinates, and implements administrative and ancillary training programs.

4.2.2.2. Administers unit self-assessment program. Inspects and evaluates dental practices and procedures ensuring compliance with Air Force and civilian oversight agency guidelines. Interprets inspection findings; reports deficiencies, recommended corrective actions and outstanding accomplishments to the CDS.

5. Skill/Career Progression. Adequate training and timely progression from the apprentice to the superintendent level play an important role in the Air Force's ability to accomplish its mission. It is essential that everyone involved in training do their part to plan, manage, and conduct an effective training program. The guidance provided in this part of the CFETP will ensure each individual receives viable training at appropriate points in their careers.

5.1. Apprentice 3-Skill Level. After completing initial skills training, an apprentice works with qualified assistants and dentists to enhance his or her knowledge and skills. The apprentice will enter UGT using the CDC and QT to progress in the career field. Minimum training times will be a total of 15 months for normal UGT and 9 months for retrainees. Primary emphasis in training should be on chairside assisting and dental radiology. Tasks taught during initial skills training and performed on the job will be evaluated at the member's first duty station. Individuals will participate in ongoing dental continuing education programs to expand their knowledge and skills. Apprentices should devote their full time to learning the specialty.

5.2. Journeyman 5-Skill Level. Once upgraded to the 5-skill level, journeymen enter into continuation training. Journeymen may be assigned duties in various functional areas such as general dentistry, dental specialty areas, dental radiology, preventive dentistry, and patient records and reception. Duty position rotations are necessary to adequately train journeymen however rotations should be managed to minimize disruption to patient services. Journeymen

should strongly consider becoming nationally certified by the American Dental Assistants Association, and continue their education towards a Community College of the Air Force (CCAF) degree. Journeymen are eligible for special duty assignments such as Instructor Duty. Attending computer training would be beneficial. Individuals will attend the Airmen Leadership School (ALS) after 48 months TIS or prior to sew-on of SSgt.

5.3. Craftsman 7-Skill Level. A craftsman is expected to be knowledgeable and highly skilled in a wide variety of patient treatment procedures and patient administration duties. They are the primary trainers of those trainees working toward advancement to the 5- and 7-skill levels. In addition to assisting in patient care, craftsmen must become knowledgeable on dental practice management as they can expect to fill various supervisory and management positions. Minimum training times for UGT to the craftsman skill level will be a total of 12 months for normal UGT and 6 months for retrainees. Craftsman are also encouraged to apply for Technical Training Instructor duty. Continued education through CCAF and higher degree programs is encouraged. TSgts will complete the Noncommissioned Officer Academy prior to sew-on of MSgt.

5.4. Superintendent 9-Skill Level. Before attaining the 9-skill level, individuals must be SMSgt. A 9-skill level is expected to fill positions such as dental clinic or dental laboratory superintendent. Additional training and experience in areas of resource and personnel management should be pursued. Enrollment in higher degree programs is appropriate. SMSgts will complete the Senior Noncommissioned Officer Academy prior to sew-on of CMSgt.

6. Training Decisions. This CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the Dental Assistant Career Field. This spectrum includes a strategy for when, where, and how to meet these training requirements. The strategy must be apparent and affordable to reduce duplication of training and eliminate a disjointed approach to training. The decisions regarding training within the 4Y0X1 Dental Assistant Career Field were made at the combined Dental Assistant/Dental Laboratory Utilization and Training Workshop, 17-20 May 2005.

7. Community College of the Air Force (CCAF). Enrollment in CCAF occurs upon completion of basic military training. CCAF provides the opportunity to obtain an Associate of Applied Sciences Degree. In addition to its associate degree program, CCAF offers the following:

7.1. Occupational Instructor Certification. Upon completion of instructor qualification training consisting of the Basic Instructor Course and supervised practice teaching, CCAF instructors who possess an associates degree or higher may be nominated by their school commander or supervisor for certification as an Occupational Instructor.

7.2. Trade Skill Certification. When a CCAF student separates or retires, a trade skill certification is awarded for the primary occupational specialty. The college uses a competency based assessment process for trade skill certification at one of four proficiency levels: Apprentice, Journeyman, Craftsman (Supervisor), or Master Craftsman (Manager). All are transcribed on the CCAF transcript.

7.3. Degree Requirements. All Airmen are automatically entered into the CCAF program. Prior to completing an associate degree, the 5-skill level must be awarded and the following requirements must be met:

| | Semester Hours |
|--|----------------|
| Technical Education_____ | 24 |
| Leadership, Management, and Military Studies_____ | 6 |
| Physical Education_____ | 4 |
| General Education_____ | 15 |
| Program Elective_____ | 15 |
| Technical Education; Leadership, Management, and Military Studies; or General Education | |
| Total_____ | 64 |

7.3.1. Technical Education (24 Semester Hours). A minimum of 12 semester hours of technical core subjects and courses must be applied and the remaining semester hours applied from technical core or technical elective subjects or courses.

Technical Core

Subject/Courses Maximum Semester Hours

| | |
|--|----|
| Dental Sciences..... | 12 |
| CAF Internship..... | 18 |
| Oral Radiology..... | 6 |
| Dental Clinical Phase and Procedures | 16 |
| Preventive Dentistry Sciences | 8 |

Technical Electives

Subject/Courses Maximum Semester Hours

| | |
|--|----|
| Advanced Dental Hygiene | 9 |
| Dental Assistant National Board Certification..... | 14 |
| Medical Readiness | 3 |
| Computer Science | 6 |
| Dental Administrative Procedures | 6 |
| Emergency Medicine | 3 |
| General Biology..... | 4 |
| General Chemistry | 4 |
| General Psychology | 3 |
| Human Anatomy and Physiology | 4 |

7.3.2. Leadership, Management, and Military Studies (6 Semester Hours). Professional military education and/or civilian management courses are accepted. The preferred method of completing these studies is through Airman Leadership School, NCO Academy, and/or Air Force Senior NCO Academy attendance.

7.3.3. Physical Education (4 Semester Hours). This requirement is satisfied by completion of Basic Military Training.

7.3.4. General Education (15 Semester Hours). Applicable courses must meet the criteria for application of courses to the General Education Requirements (GER) and be in agreement with the definitions of applicable General Education subject/courses as provided in the *CCAF General Catalog*. The following is a specific breakout of requirements:

Subjects/Courses Semester Hours

Oral Communication.....3

Speech

Written Communication3

English Composition

Mathematics3

Intermediate algebra or college-level mathematics course that satisfies the delivering institution's mathematics graduation requirement. If an acceptable mathematics course applies as a technical or program elective, you may substitute a natural science course for mathematics.

Social Sciences3

Anthropology, Archaeology, Economics, Geography, Government,
History, Political Science, Psychology, Sociology

Humanities3

Fine Arts (Historical significance, Criticism, and Appreciation),
Foreign language, Literature, Philosophy, Religion

7.3.5. Program Elective (15 Semester Hours): Satisfied with applicable Technical Education; Leadership, Management, and Military Studies; or General Education subjects and courses, including natural science courses meeting GER application criteria. Six semester hours of CCAF degree applicable technical credit otherwise not applicable to this program may be applied. See the *CCAF General Catalog* for details regarding the Associate of Applied Sciences degree for this specialty.

7.3.6. Course Examinations and AFIADL courses are available, free of charge, to Air Force personnel through the Base Education Center. CCAF will apply up to 30 semester hours of examination credit toward degree requirements. Contact your local education office for current lists of examinations and AFIADL courses for CCAF degree requirements.

7.4. Additional off-duty education is a personal choice that is encouraged for all. Individuals desiring to become an AETC Instructor must possess as a minimum an associate degree or should be actively pursuing an associate degree. Special Duty Assignment requires an AETC instructor candidate to have a CCAF degree or be within one year of completion (45 semester

hours). A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools.

8. Career Field Path.

8.1. Manpower Table (Active Duty):

| AFSC | AMN | SRA | SSG | TSG | MSG | SMS | CMS | TOTAL |
|--------------|------------|------------|------------|------------|------------|------------|------------|--------------|
| 4Y0X0 | 0 | 0 | 0 | 0 | 0 | 44 | 24 | 68 |
| 4Y0X1 | 637 | 545 | 465 | 224 | 147 | 0 | 0 | 2018 |
| 4Y0X2 | 65 | 113 | 119 | 68 | 43 | 0 | 0 | 408 |
| TOTAL | 702 | 658 | 584 | 292 | 190 | 44 | 24 | 2494 |

Table 8.1. Manpower Table.

8.2 Enlisted Career Path:

| Education and Training Requirements | GRADE REQUIREMENTS | | | | | |
|--|--|----------------|------------|-----------------|---------------------|----------|
| | Rank | Average Sew-on | | Earliest Sew-on | High Year of Tenure | |
| Basic Military Training School | | AD | ARC | | AD | ARC |
| Apprentice Technical School (3-skill level) | Amn | 6 months | 6 months | | 12 years | |
| | A1C | 16 months | 16 months | | 12 years | |
| Upgrade to Journeyman (5-skill level) -Minimum 15 months OJT -Minimum 9 months OJT for retrainees -Complete appropriate CDC | SrA | 3 years | 3 years | 28 months | 12 years | |
| Airman Leadership School (ALS) -Must be a SrA with 48 months time in service or SSgt select -Resident graduation is a prerequisite for SSgt sew on (Active Duty only) | Trainer | | | | | |
| | <ul style="list-style-type: none"> - Qualified and certified on tasks to be trained - Attend Air Force Training course or be a licensed/credentialed healthcare provider | | | | | |
| Upgrade to Craftsman (7-skill level) -Minimum rank of SSgt -12 months OJT; 6 months OJT for retrainees -Complete appropriate CDC | SSgt | 4.8 years | 4.5 years | 3 years | 20 years | 33 years |
| | Certifier | | | | | |
| | <ul style="list-style-type: none"> - Possess at least the rank of SSgt with a 5-skill level or civilian equivalent - Attend Air Force Training course or be a licensed/credentialed healthcare provider - Be capable of evaluating the task - Be a person other than the trainer | | | | | |
| Noncommissioned Officer Academy -Must be a TSgt or TSgt select -Resident graduation is a prerequisite for MSgt sew-on (Active Duty only). | TSgt | 12 years | 8.2 years | 5 years | 24 years | 33 years |
| | MSgt | 17.8 years | 13.1 years | 8 years | 26 years | 33 years |
| USAF Senior NCO Academy (SNCOA) -Must be a SMSgt or SMSgt selectee -Resident graduation is a prerequisite for CMSgt sew-on (Active Duty only) - Percentage of top MSgt non-selects for promotion to E-8 attend SNCOA | SMSgt | 19.2 years | 18 years | 11 years | 28 years | 33 years |
| Upgrade to Superintendent (9-skill level) -Minimum rank of SMSgt | | | | | | |
| Chief Master Sergeant Leadership School -Must be a CMSgt or CMSgt selectee | CMSgt | 21.5 years | 21.4 | 14 years | 30 years | 33 years |

Figure 8-1. Enlisted Education and Training Path.

Dental Enlisted Career Pyramid

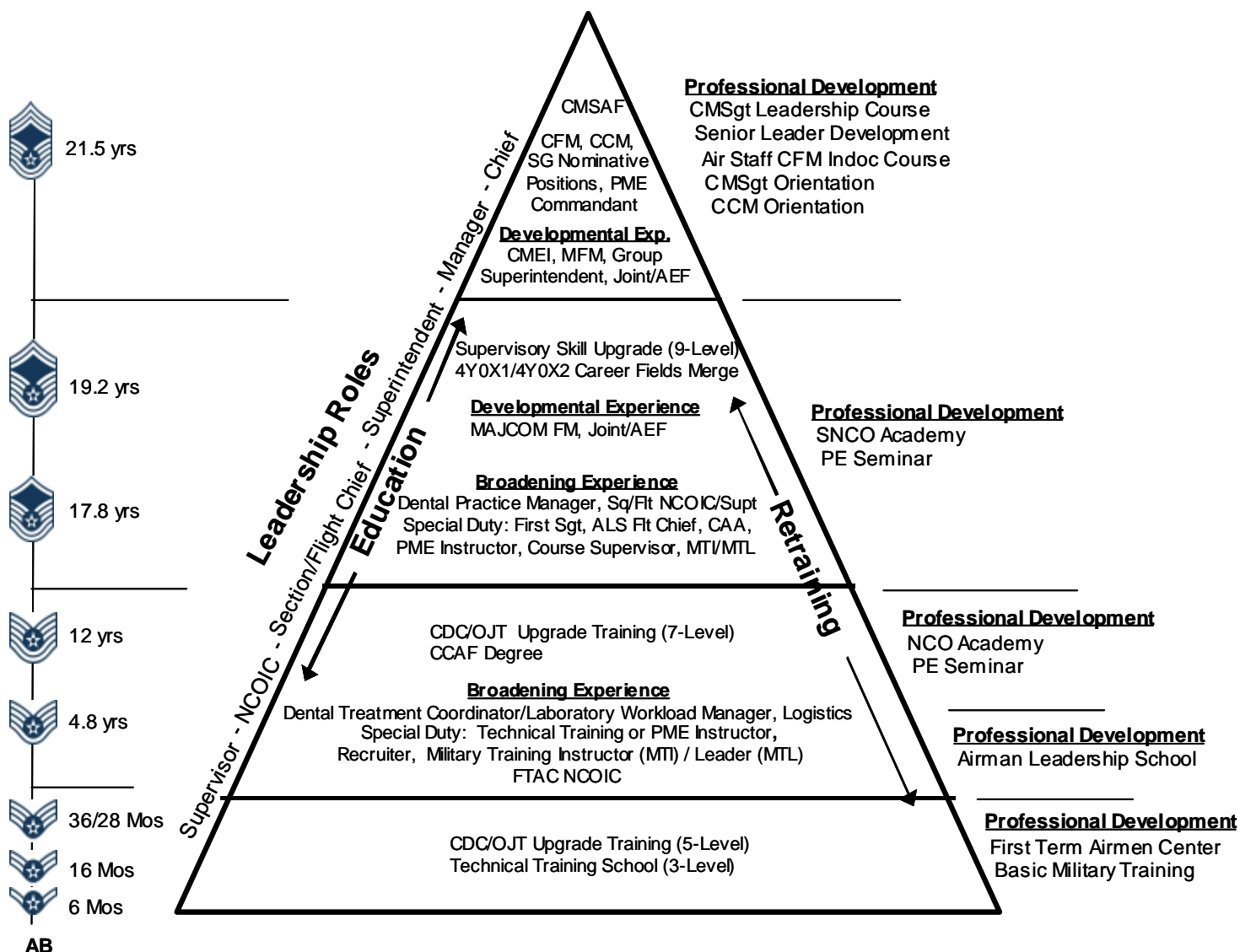


Figure 8-2, Dental Career Pyramid

Section C - Skill Level Training Requirements

9. Purpose. Skill level training requirements in this specialty are defined in terms of tasks and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad, general terms and establishes the mandatory requirements for entry, award, and retention of each skill level. The specific tasks and knowledge training requirements are identified in the STS, Part II, Section A and B of this CFETP.

10. Specialty qualifications for dental assistant apprentice, journeyman, and craftsman (ref. AFMAN 36-2108, Enlisted Classification, atch. 33).

10.1. Knowledge is mandatory of oral anatomy and physiology, systemic diseases, dental therapeutics, sterile/infection control techniques, dental assisting duties, oral hygiene, dental materials and instruments, dental treatment room procedures, medicines, oral prophylaxis techniques, dental health programs, dental administration, budgeting, and equipment maintenance requirements.

10.2. Education. Completion of high school or college level courses in biology and chemistry is desirable.

10.3. Training. The following training is mandatory for award of the AFSC indicated:

10.3.1. 4Y031. Completion of the Dental Assistant Apprentice course.

10.3.2. 4Y051. Completion of the 4Y051 Dental Assistant Journeyman correspondence course.

10.3.3. 4Y071. Completion of the 4Y071 Dental Assistant Craftsman correspondence course.

10.4. Experience. The following experience is mandatory for award of the AFSC indicated:

10.4.1. 4Y051. Qualification in and possession of AFSC 4Y031. Also, experience in functions such as: assisting the dentist in the delivery of patient treatment, exposing dental radiographs, and maintaining dental equipment.

10.4.2. 4Y071. Qualification in and possession of AFSC 4Y051. Also, experience performing and supervising functions such as assisting the dentist in the delivery of patient treatment, exposing dental radiographs, performing oral prophylaxis procedures, and dental administrative duties.

11. Specialty Qualifications for dental superintendent (ref. AFMAN 36-2108, Enlisted Classification, atch. 33).

11.1. Knowledge: Knowledge is mandatory of dental practice management, general dental procedures, and administration of dental service activities.

11.2. Education. Completion of high school or college level courses in biology, chemistry, dental practice management, and business administration is desirable.

11.3. Experience: For award of AFSC 4Y090, qualification in and possession of AFSC 4Y071 or 4Y072 is mandatory. Also, experience in functions such as general clinic and/or laboratory procedures, dental practice management, budgeting, and dental administration.

12. Other requirements: Have normal color vision as defined in AFI 48-123, *Medical Examination and Standards*.

Section D - Resource Constraints

13. Purpose. This section identifies known resource constraints (i.e. cost, manpower, equipment, etc.), which preclude optimal and desired training from being developed or conducted. Narrative explanations of each resource constraint and an impact statement describing what effect each constraint has on training are included. Also, included in this section are actions required, office of primary responsibility, and target completion dates. Resource constraints will be, as a minimum, reviewed and updated annually.

14. Apprentice Level Training. None.

15. Journeyman Level Training. None.

16. Craftsman Level Training. None.

Section E – Transitional Training Guide

17. There are currently no transition training requirements. This area is reserved.

CAREER FIELD EDUCATION AND TRAINING PLAN DENTAL ASSISTANT SPECIALTY AFSC 4Y0X1

PART II

Section A-Specialty Training Standard

1. Implementation. This STS will be used for technical training provided by AETC for classes beginning 15 May 2006.

2. Purpose. As prescribed in AFI 36-2201, Volume 5, *Air Force Training Program Career Field Education and Training*, this STS:

2.1. Lists in column 1, the most common tasks, knowledge, and technical references (TRs) necessary for Airmen to perform duties in the 3-, 5-, 7-skill level. TRs in the source summary are commercial publications or other service publications that are essential for OJT and mission accomplishment and are referenced by title throughout the STS. The unit OJT section will consolidate the requirements for the unit they support and order publications through the hospital/clinic library activity.

2.2. Uses the numbers 5 or 7 in column 2A, to identify core tasks required for upgrade to the 5- and 7-skill levels respectively in the dental assistant specialty. Personnel must be trained on appropriate core and duty tasks to complete upgrade training. **Core tasks do not require third party certification. The symbol X in column 2B, identifies critical tasks that if trained, require third party certification.**

2.3. Provides certification for OJT. Column 3 is used to record completion of tasks and knowledge training requirements. Use automated training management systems, if available, to document technician qualifications. Task certification must show a certification or completed date.

NOTE: Trainers must (1) possess a 4Y0XX AFSC or DoD equivalent, (2) be qualified on the tasks they will train, (3) be recommended by their supervisor, and (4) have completed the Air Force Training Course. Certifiers must (1) be at least a SSgt or civilian equivalent, (2) possess a minimum of 5-skill level, (3) have completed the Air Force Training Course, and (4) be trained and/or certified on tasks they will certify. The certification official must be someone other than the trainer. Licensed/credentialed healthcare providers may substitute as trainers and certifiers without attending the Air Force Training Course. If the trainer is a licensed/credentialed provider, they may serve as both the trainer and certifier.

2.4. Shows in column 4, formal training, correspondence course and QTP requirements. It also shows the proficiency to be demonstrated on the job by the trainee as a result of training on the task and career knowledge provided by the correspondence course. For a list of QTP volume numbers and titles, refer to Section C. **Note:** Training codes in columns 4B2 and 4C2 reflected for 5 and 7-skill levels indicate the information provided in the CDCs. These codes are not intended to reflect the level required to satisfy OJT upgrade requirements.

2.5. Identifies qualification requirements. The proficiency code key indicates the level of training and knowledge provided by resident training and career development courses.

2.6. Is used to document training when placed in the Enlisted Training and Competency Folder. Refer to AFI 36-2201, Volume 3, *Air Force Training Program On The Job Training Administration*, Chapter 7, for further guidance on documentation, transcribing, decertification, and recertification.

2.7. Is used as a performance standard. Tasks are trained and qualified to the “Go” level. “Go” means the individual can perform the task without assistance and meets local demands for accuracy, timeliness, and correct use of procedures (“Go” level equates to 3c in the STS proficiency code key).

2.8. Is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Specialty Knowledge Tests (SKTs) for the dental career field are developed at the USAF Occupational Measurement Squadron, by dental SNCOs with extensive practical experience in their career field. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the WAPS catalog. WAPS is not applicable to the Air National Guard.

3. Recommendations. Report unsatisfactory performance of individual course graduates to 882 TRG/TTS, 939 Missile Rd, Ste 2, Sheppard AFB, TX 76311-2245 or use the Customer Service Information Line, DSN 736-2385 or 882trg.csil@sheppard.af.mil. Reference specific STS paragraphs.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

GEORGE “PEACH” TAYLOR, JR.
Lieutenant General, USAF, MC, CFS
Surgeon General

| This Block Is For Identification Purposes Only | | |
|--|---------------------------|-------------|
| Name Of Trainee | | |
| Printed Name (Last, First, Middle Initial) | Initials (Written) | SSAN |
| Printed Name Of Trainer, Certifying Official And Written Initials | | |
| N/I | N/I | |
| N/I | N/I | |
| N/I | N/I | |
| N/I | N/I | |
| N/I | N/I | |
| N/I | N/I | |
| N/I | N/I | |
| N/I | N/I | |

QUALITATIVE REQUIREMENTS

| Proficiency Code Key | | |
|--|-------------|--|
| | Scale Value | Definition: The individual |
| Task Performance Levels | 1 | Can do simple parts of the task. Needs to be told or shown how to do most of the task. (extremely limited) |
| | 2 | Can do most parts of the task. Needs only help on hardest parts. (partially proficient) |
| | 3 | Can do all parts of the task. Needs only a spot check of completed work. (competent) |
| | 4 | Can do the complete task quickly and accurately. Can tell or show others how to do the task. (highly proficient) |
| *Task Knowledge Levels | a | Can name parts, tools, and simple facts about the task. (nomenclature) |
| | b | Can determine step by step procedures for doing the task. (procedures) |
| | c | Can identify why and when the task must be done and why each step is needed. (operating principles) |
| | d | Can predict, isolate, and resolve problems about the task. (advanced theory) |
| **Subject Knowledge Levels | A | Can identify basic facts and terms about the subject. (facts) |
| | B | Can identify relationship of basic facts and state general principles about the subject. (principles) |
| | C | Can analyze facts and principles and draw conclusions about the subject. (analysis) |
| | D | Can evaluate conditions and make proper decisions about the subject. (evaluation) |
| Explanations * A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: b and 1b) ** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks. - This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC. NOTE: All tasks and knowledge items shown with a proficiency code are trained during wartime. | | |

| STS 4Y0X1 | 2.Core/Critical Tasks | | 3. Certification For OJT | | | | | 4. Proficiency Codes and QTP References | | | | |
|---|-----------------------|----------|--------------------------|-------------------|------------------|------------------|--------------------|---|--------------------|------------|--------------------|------------|
| 1. Tasks, Knowledge And Technical References | A | B | A | B | C | D | E | A 3 Skill Level | B 5 Skill Level | | C 7 Skill Level | |
| | Core | Critical | Training Start | Training Complete | Trainee Initials | Trainer Initials | Certifier Initials | Course | (1) QTP | (2) CDC | (1) QTP | (2) CDC |
| 1. COMMON DENTAL CAREER FIELD EXPERIENCE | | | | | | | | | | | | |
| 1.1 Medical Readiness provided by Course J3ATR40030 00AA | | | | | | | | - | - | - | - | - |
| 1.2 Career progression TR: AFMAN 36-2108 | | | | | | | | - | - | - | - | - |
| 1.3 USAF Medical Service Mission TR:AFPD 44-1 | | | | | | | | A | - | - | - | - |
| 1.4 USAF Dental Service TR: AFI 47-101; AFPAM 47-103 | | | | | | | | | | | | |
| 1.4.1 Mission TR: AFPD 47-1 | | | | | | | | A | - | - | - | B |
| 1.4.2 Organization and function | | | | | | | | A | - | - | - | B |
| 1.4.3 Mirror Force TR: CFETP 4Y0X1: CDC 4Y051/4Y071 | | | | | | | | A | - | B | - | B |
| 1.4.4 Air Reserve Component (ARC) TR: AFPD 10-3; AFI 10-301; Dental Management Guide | | | | | | | | A | - | B | - | B |
| 1.4.5 ARC Career Progression TR: CFETP 4Y0X1 | | | | | | | | A | - | B | - | B |
| 1.5 Career progression and educational opportunities 4Y0XX TR: CFETP 4Y0X1 and 4Y0X2 | | | | | | | | | | | | |
| 1.5.1 4Y031/2 | | | | | | | | A | - | - | - | - |
| 1.5.2 4Y051/2 | | | | | | | | A | - | - | - | - |
| 1.5.3 4Y071/2 | | | | | | | | - | - | A | - | B |
| 1.5.4 4Y090/CEM 4Y000 | | | | | | | | - | - | A | - | B |
| 1.6 Safety and health TR: AFI 47-101, 91-202, 91-204, 91-301, 91-302; AFOSH STDs 91-8; Modern Dental Assisting | | | | | | | | | | | | |
| 1.6.1 Principles of clinical dentistry safety | | | | | | | | A | - | B | - | - |
| 1.6.2 Hazards of AFSC 4Y0X1 | | | | | | | | A | - | B | - | - |
| 1.6.3 Hazard Communication Program | | | | | | | | - | - | - | - | - |
| 1.6.4 AFOSH standards for AFSC 4Y0X1 | | | | | | | | A | - | B | - | - |
| 1.6.5 Exercise safety practices during job performance | 5 | | | | | | | 2b | - | c | - | - |
| 1.6.6 Report accidents | | | | | | | | 2b | - | c | - | - |
| 1.7 Dental equipment maintenance TR: Manufactures instructions | | | | | | | | | | | | |
| 1.7.1 Perform user maintenance such as inspect, clean and lubricate | 5 | | | | | | | 2b | 1 | c | - | - |

| STS 4Y0X1 | 2.Core/Critical Tasks | | 3. Certification For OJT | | | | | 4. Proficiency Codes and QTP References | | | | |
|---|------------------------------|----------|---------------------------------|-------------------|------------------|------------------|--------------------|--|---------------------------|---------|---------------------------|---------|
| 1. Tasks, Knowledge And Technical References | A | B | A | B | C | D | E | A 3 Skill Level | B 5 Skill Level | | C 7 Skill Level | |
| | Core | Critical | Training Start | Training Complete | Trainee Initials | Trainer Initials | Certifier Initials | Course | (1) QTP | (2) CDC | (1) QTP | (2) CDC |
| 1.7.2 Report defective equipment/utilities to dental logistics | 5 | | | | | | | b | - | c | - | - |
| 1.8 Specific OPSEC/COMSEC vulnerabilities of AFSC 4Y0X1 TR: AFIs 33-204, 10-1101 | | | | | | | | A | - | - | - | - |
| 2. BASIC AND DENTAL SCIENCES | | | | | | | | | | | | |
| 2.1 Fundamentals of chemistry TR: Modern Dental Assisting; Dental Hygiene Theory and Practice; Clinical Practice of the Dental Hygienist | | | | | | | | | | | | |
| 2.1.1 Dental therapeutics | | | | | | | | A | - | B | - | - |
| 2.1.2 Dental materials | | | | | | | | A | - | B | - | - |
| 2.1.3 Dental radiology | | | | | | | | A | - | B | - | - |
| 2.1.4 Preventive dentistry | | | | | | | | A | - | B | - | - |
| 2.2 Fundamentals of anatomy and physiology TR: Modern Dental Assisting | | | | | | | | | | | | |
| 2.2.1 Cellular | | | | | | | | A | - | B | - | - |
| 2.2.2 Tissues | | | | | | | | A | - | B | - | - |
| 2.2.3 Organs | | | | | | | | A | - | B | - | - |
| 2.2.4 Body systems | | | | | | | | A | - | B | - | - |
| 2.3 Anatomy and physiology of the head and neck TR: Modern Dental Assisting; The Dental Assistant | | | | | | | | | | | | |
| 2.3.1 Cranial bones | | | | | | | | A | - | B | - | - |
| 2.3.2 Facial bones | | | | | | | | A | - | B | - | - |
| 2.3.3 Vascular circulation | | | | | | | | A | - | B | - | - |
| 2.3.4 Lymphatic system | | | | | | | | A | - | B | - | - |
| 2.3.5 Innervation of oral and facial tissue | | | | | | | | | | | | |
| 2.3.5.1 Trigeminal nerve | | | | | | | | A | - | B | - | - |
| 2.3.5.2 Facial nerve | | | | | | | | A | - | B | - | - |
| 2.3.6 Muscles of mastication | | | | | | | | | | | | |
| 2.3.6.1 Attachments | | | | | | | | A | - | B | - | - |
| 2.3.6.2 Function | | | | | | | | A | - | B | - | - |
| 2.3.7 Anatomy and function of the temporomandibular joint | | | | | | | | A | - | B | - | - |
| 2.3.8 Anatomy and function of the salivary glands | | | | | | | | A | - | B | - | - |
| 2.4 Oral anatomy and physiology TR: Modern Dental Assisting; The Dental Assistant; Clinical Practice of the Dental Hygienist; Dental Hygiene Theory and Practice | | | | | | | | | | | | |
| 2.4.1 Oral Mucosa | | | | | | | | | | | | |
| 2.4.1.1 Masticatory | | | | | | | | A | - | B | - | - |

| STS 4Y0X1 | 2.Core/Critical Tasks | | 3. Certification For OJT | | | | | 4. Proficiency Codes and QTP References | | | | |
|---|-----------------------|----------|--------------------------|-------------------|------------------|------------------|--------------------|---|--------------------|---------|--------------------|---------|
| 1. Tasks, Knowledge And Technical References | A | B | A | B | C | D | E | A 3 Skill Level | B 5 Skill Level | | C 7 Skill Level | |
| | Core | Critical | Training Start | Training Complete | Trainee Initials | Trainer Initials | Certifier Initials | Course | (1) QTP | (2) CDC | (1) QTP | (2) CDC |
| 2.4.1.2 Specialized | | | | | | | | A | - | B | - | - |
| 2.4.1.3 Lining | | | | | | | | A | - | B | - | - |
| 2.4.2 Tooth morphology | | | | | | | | | | | | |
| 2.4.2.1 Growth period | | | | | | | | A | - | B | - | - |
| 2.4.2.2 Calcification period | | | | | | | | A | - | B | - | - |
| 2.4.2.3 Eruption period | | | | | | | | A | - | B | - | - |
| 2.4.3 Composition of the teeth and their function | | | | | | | | A | - | B | - | - |
| 2.4.4 Primary dentition | | | | | | | | A | - | B | - | - |
| 2.4.5 Permanent dentition | | | | | | | | A | - | B | - | - |
| 2.4.6 Tooth eruption schedules | | | | | | | | A | - | B | - | - |
| 2.4.7 Surfaces and anatomical landmarks of the teeth | | | | | | | | A | - | B | - | - |
| 2.4.8 Supportive structures of the teeth and their functions | | | | | | | | | | | | |
| 2.4.8.1 Gingiva | | | | | | | | A | - | B | - | - |
| 2.4.8.2 Alveolar process | | | | | | | | A | - | B | - | - |
| 2.4.8.3 Periodontal ligament | | | | | | | | A | - | B | - | - |
| 2.4.8.4 Cementum | | | | | | | | A | - | B | - | - |
| 2.5 Oral pathology (etiology, symptoms, and treatment) TR: Modern Dental Assisting; The Dental Assistant, Clinical Practice of the Dental Hygienist; Dental Hygiene Theory and Practice | | | | | | | | | | | | |
| 2.5.1 Dental caries | | | | | | | | A | - | B | - | - |
| 2.5.2 Pulpitis | | | | | | | | A | - | B | - | - |
| 2.5.3 Dental abscesses | | | | | | | | A | - | B | - | - |
| 2.5.4 Gingival disorders | | | | | | | | A | - | B | - | - |
| 2.5.5 Periodontal disorders | | | | | | | | A | - | B | - | - |
| 2.5.6 Oral soft tissue abnormalities | | | | | | | | A | - | B | - | - |
| 2.5.7 Tumors | | | | | | | | | | | | |
| 2.5.7.1 Benign | | | | | | | | - | - | B | - | - |
| 2.5.7.2 Malignant | | | | | | | | - | - | B | - | - |
| 2.5.8 Inflammation process | | | | | | | | A | - | C | - | - |
| 2.5.9 Anomalies | | | | | | | | A | - | B | - | - |
| 2.5.10 Oral manifestations of systemic diseases | | | | | | | | A | - | B | - | - |
| 2.5.11 Physical and chemical injuries | | | | | | | | A | - | B | - | - |
| 2.6 Dental therapeutics TR: Modern Dental Assisting; The Dental Assistant; Clinical Practice of the Dental Hygienist; Dental Hygiene Theory and Practice | | | | | | | | | | | | |
| 2.6.1 Analgesics | | | | | | | | A | - | B | - | - |

| STS 4Y0X1 | 2.Core/Critical Tasks | | 3. Certification For OJT | | | | | 4. Proficiency Codes and QTP References | | | | |
|---|-----------------------|----------|--------------------------|-------------------|------------------|------------------|--------------------|---|--------------------|---------|--------------------|---------|
| 1. Tasks, Knowledge And Technical References | A | B | A | B | C | D | E | A 3 Skill Level | B 5 Skill Level | | C 7 Skill Level | |
| | Core | Critical | Training Start | Training Complete | Trainee Initials | Trainer Initials | Certifier Initials | Course | (1) QTP | (2) CDC | (1) QTP | (2) CDC |
| 2.6.2 Sedatives and hypnotics | | | | | | | | A | - | B | - | - |
| 2.6.3 Antibiotics | | | | | | | | A | - | B | - | - |
| 2.6.4 Local anesthetics | | | | | | | | | | | | |
| 2.6.4.1 Types | | | | | | | | A | - | B | - | - |
| 2.6.4.2 Action | | | | | | | | A | - | B | - | - |
| 2.6.4.3 Toxicology | | | | | | | | A | - | B | - | - |
| 2.6.5 Hemostatics and vasoconstrictors | | | | | | | | A | - | B | - | - |
| 2.6.6 Antihistamines | | | | | | | | A | - | B | - | |
| 2.6.7 Dentifrices | | | | | | | | | | | | |
| 2.6.7.1 Anticariogenic agents | | | | | | | | A | - | B | - | - |
| 2.6.7.2 Desensitizing agents | | | | | | | | A | - | B | - | - |
| 2.6.8 Other therapeutic agents | | | | | | | | A | - | B | - | - |
| 3. PROFESSIONAL AND PATIENT RELATIONS TR: Modern Dental Assisting; The Dental Assistant; Clinical Practice of the Dental Hygienist; Dental Hygiene Theory and Practice | | | | | | | | | | | | |
| 3.1 Professional standard and ethics | | | | | | | | | | | | |
| 3.1.1 Standards of conduct for patient care | | | | | | | | A | - | B | - | - |
| 3.1.2 Patient rights and responsibilities | | | | | | | | A | - | B | - | - |
| 3.1.3 Professional relations with patients and medical personnel | | | | | | | | A | - | B | - | C |
| 3.1.4 Legal implications | | | | | | | | A | | B | - | - |
| 3.1.5 Customer service | | | | | | | | A | - | - | - | - |
| 3.1.6. Patient Safety | | | | | | | | A | - | B | - | - |
| 4. DENTAL ADMINISTRATION | | | | | | | | | | | | |
| 4.1 Establish and maintain dental health records TR: AFI 37-138; 47-101; 41-210; AFMAN 37-139 | | | | | | | | | | | | |
| 4.1.1 Custodial responsibilities | | | | | | | | - | - | B | - | - |
| 4.1.2 Verify patient eligibility for care TR: AFI 41-115 | 5 | | | | | | | a | 5 | c | - | - |
| 4.1.3 Initiate records | 5 | | | | | | | 2b | 5 | c | - | - |
| 4.1.4 Enter treatment data on appropriate document | | | | | | | | | | | | |
| 4.1.4.1 Assist with written requests for medical service consultation | | | | | | | | a | 5 | c | - | - |
| 4.1.4.2 Use correct diagnostic nomenclature, abbreviations and charting symbols | 5 | | | | | | | 2b | 5 | c | - | - |
| 4.1.4.3 Review and make entries on patient treatment forms | 5 | | | | | | | 2b | 5 | c | - | - |
| 4.1.5 File records | 5 | | | | | | | 2b | 5 | c | - | - |
| 4.1.6 Inventory records | | | | | | | | - | 5 | c | - | c |
| 4.1.7 Transfer records | | | | | | | | - | 5 | c | - | c |
| 4.1.8 Retire records | | | | | | | | - | 5 | c | - | c |

| STS 4Y0X1 | 2.Core/Critical Tasks | | 3. Certification For OJT | | | | | 4. Proficiency Codes and QTP References | | | | |
|---|-----------------------|----------|--------------------------|-------------------|------------------|------------------|--------------------|---|--------------------|---------|--------------------|---------|
| 1. Tasks, Knowledge And Technical References | A | B | A | B | C | D | E | A 3 Skill Level | B 5 Skill Level | | C 7 Skill Level | |
| | Core | Critical | Training Start | Training Complete | Trainee Initials | Trainer Initials | Certifier Initials | Course | (1) QTP | (2) CDC | (1) QTP | (2) CDC |
| 4.2 Release of medical/dental information. TR: AFI 41-210 | 5 | | | | | | | A | - | B | - | - |
| 4.3 Examinations and classifications | | | | | | | | | | | | |
| 4.3.1 Identify types and requirements of exams | 5 | | | | | | | A | 5 | c | - | - |
| 4.3.2 Specific purpose exams | | | | | | | | A | - | B | - | - |
| 4.4 Dental readiness classification | | | | | | | | | | | | |
| 4.4.1 Identify Dental Readiness Classifications | 5 | | | | | | | 2b | 5 | c | - | - |
| 4.5 Population health metrics | | | | | | | | | | | | |
| 4.5.1 Identify/record status | | | | | | | | 2b | 5 | c | - | - |
| 4.6 Schedule patient appointments using computer/automated systems TR: AFI 47-101 | 5 | | | | | | | 2b | - | c | - | - |
| 4.7 Manage aspects of the Air Force Dental Readiness Assurance Program (AFDRAP) TR: AFI 47-101; Dental Data System-Web (DDS-W) Users Guide | | | | | | | | | | | | |
| 4.7.1 Periodic dental examinations | 7 | | | | | | | a | 5 | b | 5 | c |
| 4.7.2 Dental readiness class 3 and 4 monitoring | 7 | | | | | | | - | 5 | b | 5 | c |
| 4.7.3 Dental clearance program | 7 | | | | | | | - | 5 | b | 5 | c |
| 4.7.4 Availability/Access to care | 7 | | | | | | | - | - | b | - | c |
| 4.8 Coordinate cases with dental laboratory | | | | | | | | A | - | b | - | - |
| 4.8.1 Prepare and ship to ADL | | | | | | | | A | 3 | b | - | - |
| 4.9 Coordination of treatment of flying personnel with flight surgeons office TR: AFI 47-101 | | | | | | | | 2b | - | c | - | - |
| 4.10 Sensitive Duties Program TR: AFIs 47-101; 36-2104; 41-210 | | | | | | | | A | - | B | - | - |
| 4.11 Third party liability TR: AFI 41-115 | | | | | | | | A | - | B | - | - |
| 4.12 Automated dental service requirements TR: Dental Data System-Web Users Guide | | | | | | | | | | | | |
| 4.12.1 Process and maintain automated dental treatment data | 7 | | | | | | | - | - | - | 7 | c |
| 4.12.2 Interpret automated treatment data | 7 | | | | | | | - | - | - | 7 | c |
| 4.13 Prepare/review reports and correspondence TR: AFI 47-101; AFMAN 33-326; AFH 33-337; Dental Management Guide | 7 | | | | | | | - | - | - | 7 | c |
| 4.14 Prepare/review operating policies and instructions TR: AFI 33-360 V1; 47-101; Dental Management Guide | 7 | | | | | | | - | - | - | 7 | c |
| 4.15 Civilian personnel administration TR: AFI 36-704; 36-1001; 36-1203 AFPAM 36-106, 36-107 | | | | | | | | - | - | - | - | b |

| STS 4Y0X1 | 2.Core/Critical Tasks | | 3. Certification For OJT | | | | | 4. Proficiency Codes and QTP References | | | | |
|--|-----------------------|----------|--------------------------|-------------------|------------------|------------------|--------------------|---|--------------------|------------|--------------------|------------|
| 1. Tasks, Knowledge And Technical References | A | B | A | B | C | D | E | A 3 Skill Level | B 5 Skill Level | | C 7 Skill Level | |
| | Core | Critical | Training Start | Training Complete | Trainee Initials | Trainer Initials | Certifier Initials | Course | (1) QTP | (2) CDC | (1) QTP | (2) CDC |
| 4.16 Conduct unit self-assessment TR: AFI 47-101, 90-301; Dental Management Guide; JCAHO/HSI Guide | 7 | | | | | | | - | - | - | - | C |
| 4.17 Dental Business Plan Analysis | | | | | | | | - | - | - | - | - |
| 5. INFECTION CONTROL TR: AFI 44-108, 47-101; AFPAM 41-215; Modern Dental Assisting; The Dental Assistant; Clinical Practice of the Dental Hygienist | | | | | | | | | | | | |
| 5.1 Infection control program | | | | | | | | A | - | C | - | - |
| 5.2 Fundamentals of microbiology | | | | | | | | A | - | B | - | - |
| 5.3 Personal Hygiene | | | | | | | | A | - | C | - | - |
| 5.4 Clinical Hygiene | | | | | | | | | | | | |
| 5.4.1 Practice aseptic techniques | 5 | X | | | | | | 2b | 1 | c | - | - |
| 5.4.2 Prepare dental treatment room (DTR) using universal precautions | | | | | | | | | | | | |
| 5.4.2.1 DTR setup | 5 | X | | | | | | 2b | 1 | c | - | - |
| 5.4.2.2 DTR breakdown | 5 | X | | | | | | 2b | 1 | c | - | - |
| 5.5 Sterilization | | | | | | | | | | | | |
| 5.5.1 Types of sterilization equipment | | | | | | | | A | - | B | - | - |
| 5.5.2 Perform sterilization procedures | 5 | X | | | | | | 2b | 1 | c | - | - |
| 5.5.3 Monitor sterilization equipment | 5 | X | | | | | | b | 1 | c | - | - |
| 5.5.4 Perform DIPC procedures | | X | | | | | | - | - | - | - | - |
| 5.6 Disinfection | | | | | | | | | | | | |
| 5.6.1 Types of disinfections | | | | | | | | A | - | B | - | - |
| 5.6.2 Perform disinfection procedures | 5 | X | | | | | | 2b | 1 | c | - | - |
| 5.6.3 Perform water line disinfection | 5 | X | | | | | | 2b | - | c | - | - |
| 6. GENERAL EMERGENCY PROCEDURES TR: AFI 44-102; Modern Dental Assisting; The Dental Assistant; Clinical Practice of the Dental Hygienist; Dental Hygiene Theory and Practice; Essentials of Clinical Dental Assisting | | | | | | | | | | | | |
| 6.1 Types of emergencies in the dental clinic | | | | | | | | A | - | B | - | - |
| 6.2 Use of emergency kit | | | | | | | | A | - | c | - | - |
| 6.3 Maintain and operate oxygen equipment | | | | | | | | b | - | c | - | - |
| 6.4 Manage syncope | | | | | | | | b | - | c | - | - |
| 6.5 Measures and record vital signs | 5 | X | | | | | | 2b | - | c | - | - |
| 6.6 Perform cardiopulmonary resuscitation | | | | | | | | 3c | - | - | - | - |
| 7. DENTAL ASSISTING DUTIES | | | | | | | | | | | | |
| 7.1 Identification and purpose of dental instruments TR: Modern Dental Assisting; The Dental Assistant; Essentials of Clinical Dental Assisting | | | | | | | | | | | | |
| 7.1.1 Basic instruments | | | | | | | | - | - | - | - | - |

| STS 4Y0X1 | 2.Core/Critical Tasks | | 3. Certification For OJT | | | | | 4. Proficiency Codes and QTP References | | | | |
|---|------------------------------|----------|---------------------------------|-------------------|------------------|------------------|--------------------|--|---------------------------|---------|---------------------------|---------|
| 1. Tasks, Knowledge And Technical References | A | B | A | B | C | D | E | A 3 Skill Level | B 5 Skill Level | | C 7 Skill Level | |
| | Core | Critical | Training Start | Training Complete | Trainee Initials | Trainer Initials | Certifier Initials | Course | (1) QTP | (2) CDC | (1) QTP | (2) CDC |
| 7.1.1.1 Diagnostic instruments | | | | | | | | B | - | C | - | - |
| 7.1.1.2 Diagnostic aids | | | | | | | | B | - | C | - | - |
| 7.1.1.3 Rotary instruments | | | | | | | | B | - | C | - | - |
| 7.1.1.4 Miscellaneous instruments | | | | | | | | B | - | C | - | - |
| 7.1.2 Specialty instruments | | | | | | | | | | | | |
| 7.1.2.1 Restorative instruments | | | | | | | | B | - | C | - | - |
| 7.1.2.2 Surgical instruments | | | | | | | | B | - | C | - | - |
| 7.1.2.3 Periodontal instruments TR: Fundamental of Periodontal Instruments; Periodontal Instrumentation | | | | | | | | B | - | C | - | - |
| 7.1.2.4 Endodontic instruments | | | | | | | | B | - | C | - | - |
| 7.1.2.5 Prosthodontic instruments | | | | | | | | B | - | C | - | - |
| 7.1.2.6 Orthodontic instruments | | | | | | | | - | - | B | - | - |
| 7.1.2.7 Pediatric instruments | | | | | | | | - | - | B | - | - |
| 7.2 Dental materials TR: Modern Dental Assisting; The Dental Assistant; Essentials of Clinical Dental Assisting; Manufacturer's Instructions | | | | | | | | | | | | |
| 7.2.1 Prepare amalgam | 5 | | | | | | | 2b | 3 | c | - | - |
| 7.2.2 Prepare light cure composites | 5 | | | | | | | 2b | 3 | c | - | - |
| 7.2.3 Prepare glass ionomers | 5 | | | | | | | 2b | 3 | c | - | - |
| 7.2.4 Prepare bases and cavity liners | 5 | | | | | | | 2b | 3 | c | - | - |
| 7.2.5 Prepare temporary/sedative materials | 5 | | | | | | | 2b | 3 | c | - | - |
| 7.2.6 Prepare cementing materials | 5 | | | | | | | 2b | 3 | c | - | - |
| 7.2.7 Prepare alginate impression materials | 5 | | | | | | | 2b | 3 | c | - | - |
| 7.2.8 Prepare other impression materials | 5 | | | | | | | 2b | 3 | c | - | - |
| 7.3 Maintain DTR supply levels | 5 | | | | | | | 2b | 1 | c | - | - |
| 7.3.1 Ensure currency of dated items | 5 | | | | | | | 2b | 1 | c | - | - |
| 7.4 Clinical procedures TR: Modern Dental Assisting; Essentials of Clinical Dental Assisting; Clinical Practice of the Dental Hygienist | | | | | | | | | | | | |
| 7.4.1 Review patient record | 5 | | | | | | | 2b | 1 | c | - | - |
| 7.4.2 Prepare instruments | | | | | | | | | | | | |
| 7.4.2.1 Select and arrange instruments | 5 | | | | | | | 2b | 3 | c | - | - |
| 7.4.2.2 Assemble/disassemble anesthetic syringe | 5 | | | | | | | 2b | 3 | c | - | - |
| 7.4.3 Receive patient | 5 | | | | | | | 2b | - | c | - | - |
| 7.4.4 Establish rapport with patient | | | | | | | | | | | | |
| 7.4.4.1 Confirm patient identification and treatment procedure | 5 | | | | | | | 2b | 1 | c | - | - |
| 7.4.5 Evaluate patient for contraindications to care | | | | | | | | | | | | |
| 7.4.5.1 Interview patient | | | | | | | | 2b | 1 | c | - | - |
| 7.4.5.2 Observe patient response | | | | | | | | b | 1 | c | - | - |

| STS 4Y0X1 | 2.Core/Critical Tasks | | 3. Certification For OJT | | | | | 4. Proficiency Codes and QTP References | | | | |
|---|-----------------------|----------|--------------------------|-------------------|------------------|------------------|--------------------|---|--------------------|------------|--------------------|------------|
| 1. Tasks, Knowledge And Technical References | A | B | A | B | C | D | E | A 3 Skill Level | B 5 Skill Level | | C 7 Skill Level | |
| | Core | Critical | Training Start | Training Complete | Trainee Initials | Trainer Initials | Certifier Initials | Course | (1) QTP | (2) CDC | (1) QTP | (2) CDC |
| 7.4.6 Rubber dam | | | | | | | | | | | | |
| 7.4.6.1 Prepare | 5 | | | | | | | 2b | 3 | c | - | - |
| 7.4.6.2 Assist in placement | 5 | | | | | | | 2b | 3 | c | - | - |
| 7.4.6.3 Assist in removal | 5 | | | | | | | 2b | 3 | c | - | - |
| 7.4.6.4 Place rubber dam | | X | | | | | | - | - | - | - | - |
| 7.4.6.5 Remove rubber dam | | X | | | | | | - | - | - | - | - |
| 7.4.7 Perform fourhanded dentistry techniques | 5 | | | | | | | 2b | 3 | c | - | - |
| 7.4.7.1 Irrigate and aspirate the treatment site | 5 | | | | | | | 2b | 3 | c | - | - |
| 7.4.7.2 Retract tissue | 5 | | | | | | | 2b | 3 | c | - | - |
| 7.4.8 Select composite shade | | | | | | | | 2b | - | - | - | - |
| 7.4.9 Apply etch | | X | | | | | | 2b | - | c | - | - |
| 7.4.10 Apply primer | | X | | | | | | - | - | - | - | - |
| 7.4.11 Apply bond | | X | | | | | | - | - | - | - | - |
| 7.4.12 Assemble and place matrix | | X | | | | | | 2b | 3 | c | - | - |
| 7.4.13 Remove matrix | | X | | | | | | 2b | 3 | c | - | - |
| 7.4.14 Place temp restoration | | X | | | | | | - | - | - | - | - |
| 7.4.15 Adjust interproximal contacts | | X | | | | | | - | - | - | - | - |
| 7.4.16 Sedations | | | | | | | | | | | | |
| 7.4.16.1 Assist in Intravenous sedation cases | | | | | | | | - | - | a | - | - |
| 7.4.16.2 Assist in Inhalation sedation cases | | | | | | | | - | - | a | - | - |
| 7.4.16.3 Perform veinipuncture | | X | | | | | | - | - | - | - | - |
| 7.4.17 Remove sutures | | X | | | | | | - | - | - | - | - |
| 7.4.18 Brief patient on pre/post operative instructions | | | | | | | | 2b | - | b | - | - |
| 7.4.19 Periodontal charting | | | | | | | | - | - | - | - | - |
| 7.4.20 Place and remove dressings | | X | | | | | | - | - | - | - | - |
| 7.4.21 Pulp cold test | | X | | | | | | a | - | - | - | - |
| 7.4.22 Irrigate canals | | X | | | | | | - | - | - | - | - |
| 7.4.23 Dry canals | | X | | | | | | - | - | - | - | - |
| 7.4.24 Place retraction cord | | X | | | | | | - | - | - | - | - |
| 7.4.25 Make preliminary alginate impressions | 5 | X | | | | | | 2b | 3 | c | - | - |
| 7.4.26 Assist in taking final impression | | | | | | | | - | - | - | - | - |
| 7.4.27 Pour, trim, and polish study casts | 5 | | | | | | | - | 3 | b | - | - |
| 7.4.28 Fabricate custom trays | 5 | | | | | | | - | 3 | b | - | - |
| 7.4.29 Make occlusal registrations for mounting study casts | 5 | X | | | | | | - | 3 | b | - | - |
| 7.4.30 Fabricate provisional stints | | | | | | | | - | 3 | b | - | - |
| 7.4.31 Fabricate interim provisional restorations | 5 | X | | | | | | - | 3 | b | - | - |
| 7.4.32 Clean and polish removable appliances | 5 | | | | | | | - | 3 | b | - | - |
| 7.4.33 Select preliminary shades | | | | | | | | - | - | - | - | - |
| 7.4.34 Remove provisional crown | | | | | | | | - | - | - | - | - |
| 7.4.35 Remove cement from provisional restoration | | | | | | | | - | - | - | - | - |

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| 1. Tasks, Knowledge And Technical References | A | B | A | B | C | D | E | A 3 Skill Level | B 5 Skill Level | | C 7 Skill Level | |
| | Core | Critical | Training Start | Training Complete | Trainee Initials | Trainer Initials | Certifier Initials | Course | (1) QTP | (2) CDC | (1) QTP | (2) CDC |
| 7.4.36 Cement provisional restorations | | X | | | | | | - | - | - | - | - |
| 7.4.37 Dismiss patient | 5 | | | | | | | 2b | 4 | c | - | - |
| 8. PROFESSIONAL DENTAL SPECIALTIES TR: Modern Dental Assisting; The Dental Assistant; Essentials of Clinical Dental Assisting; Dental Hygiene Theory and Practice; Clinical Practice of the Dental Hygienist | | | | | | | | | | | | |
| 8.1 Examination, screening and preliminary diagnosis | | | | | | | | | | | | |
| 8.1.1 Function of examination, screening and preliminary diagnosis | | | | | | | | A | - | B | - | |
| 8.1.2 Assist with examination, screening and preliminary diagnosis procedures | 5 | | | | | | | 2b | 3 | c | - | - |
| 8.2 General dentistry | | | | | | | | | | | | |
| 8.2.1 General dentistry function | | | | | | | | A | - | B | - | - |
| 8.2.2 Assist with general dentistry procedures | 5 | | | | | | | 2b | 3 | c | - | - |
| 8.3 Oral and maxillofacial surgery | | | | | | | | | | | | |
| 8.3.1 Surgical function | | | | | | | | A | - | B | - | - |
| 8.3.2 Assist with clinical oral surgery procedures | 5 | | | | | | | 2b | 3 | b | - | - |
| 8.3.3 Assist in hospital operating room | | | | | | | | - | - | - | - | - |
| 8.4 Prosthodontics | | | | | | | | | | | | |
| 8.4.1 Prosthodontic function | | | | | | | | A | - | B | - | - |
| 8.4.2 Assist with prosthodontic procedures | | | | | | | | a | 3 | b | - | - |
| 8.5 Endodontics | | | | | | | | | | | | |
| 8.5.1 Endodontic function | | | | | | | | A | - | B | - | - |
| 8.5.2 Assist with endo procedures | 5 | | | | | | | a | 3 | b | - | - |
| 8.6 Periodontics | | | | | | | | | | | | |
| 8.6.1 Periodontic function | | | | | | | | A | - | B | - | - |
| 8.6.2 Assist with periodontic procedures | | | | | | | | a | 3 | b | - | - |
| 8.6.3 Assist with Implant procedures | | | | | | | | - | - | - | - | - |
| 8.7 Orthodontics | | | | | | | | | | | | |
| 8.7.1 Orthodontic function | | | | | | | | A | - | B | - | - |
| 8.7.2 Assist with orthodontic procedures | | | | | | | | - | - | b | - | - |
| 8.8 Pediatric dentistry | | | | | | | | | | | | |
| 8.8.1 Pediatric dentistry function | | | | | | | | A | - | B | - | - |
| 8.8.2 Assist with pediatric dentistry procedures | | | | | | | | - | - | b | - | - |
| 9. DENTAL RADIOLOGY TR: Modern Dental Assisting; The Dental Assistant; Dental Hygiene Theory and Practice; Clinical Practice of the Dental Hygienist | | | | | | | | | | | | |
| 9.1 Production of dental radiographs | | | | | | | | A | - | B | - | - |

| STS 4Y0X1 | 2.Core/Critical Tasks | | 3. Certification For OJT | | | | | 4. Proficiency Codes and QTP References | | | | |
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| 1. Tasks, Knowledge And Technical References | A | B | A | B | C | D | E | A 3 Skill Level | B 5 Skill Level | | C 7 Skill Level | |
| | Core | Critical | Training Start | Training Complete | Trainee Initials | Trainer Initials | Certifier Initials | Course | (1) QTP | (2) CDC | (1) QTP | (2) CDC |
| 9.2 Properties of radiation | | | | | | | | A | - | B | - | - |
| 9.3 Dental radiographic equipment function | | | | | | | | | | | | |
| 9.3.1 Adjust voltage control | 5 | | | | | | | 2b | 2 | c | - | - |
| 9.3.2 Adjust timing control | 5 | | | | | | | 2b | 2 | c | - | - |
| 9.3.3 Adjust milliamperage | 5 | | | | | | | 2b | 2 | c | - | - |
| 9.4 Types of dental radiographs | | | | | | | | A | - | B | - | - |
| 9.5 Exercise radiation safety | 5 | | | | | | | 2b | 2 | c | - | - |
| 9.6 Prepare patient for radiograph(s) | 5 | | | | | | | b | 2 | c | - | - |
| 9.7 Expose intraoral radiographs using paralleling devices | | | | | | | | | | | | |
| 9.7.1 Horizontal BWXR series (2 films) | | | | | | | | b | 2 | c | - | - |
| 9.7.2 Horizontal BWXR series (4 films) | | | | | | | | b | 2 | c | - | - |
| 9.7.3 Vertical BWXR series (4 films) | 5 | | | | | | | 2b | 2 | c | - | - |
| 9.7.4 FMXR series | 5 | | | | | | | 2b | 2 | c | - | - |
| 9.8 Use bisecting angle technique | 5 | | | | | | | 2b | 2 | c | - | - |
| 9.9 Expose panoramic radiographs | 5 | | | | | | | b | 2 | c | - | - |
| 9.10 Supplemental radiographs | | | | | | | | | | | | |
| 9.10.1 Expose occlusal radiographs | | | | | | | | - | - | c | - | - |
| 9.10.2 Expose cephalometric radiographs | | | | | | | | - | - | c | - | - |
| 9.11 Process dental radiographs | | | | | | | | | | | | |
| 9.11.1 Use automatic developer | 5 | | | | | | | 2b | 2 | c | - | - |
| 9.11.2 Use portable manual developer | | | | | | | | 2b | 2 | c | - | - |
| 9.12 Maintain automated processor | 5 | | | | | | | a | 2 | b | - | - |
| 9.13 Duplicate dental radiographs | | | | | | | | a | 2 | c | - | - |
| 9.14 Locate and identify anatomical landmarks | 5 | | | | | | | 2b | 2 | c | - | - |
| 9.15 Mount and label radiographs | | | | | | | | | | | | |
| 9.15.1 Horizontal BWXRS series (2 Films) | | | | | | | | b | 2 | c | - | - |
| 9.15.2 Horizontal BWXRS series (4 Films) | | | | | | | | b | 2 | c | - | - |
| 9.15.3 Vertical BWXR series (4 films) | 5 | | | | | | | 2b | 2 | c | - | - |
| 9.15.4 FMXR series | 5 | | | | | | | 2b | 2 | c | - | - |
| 9.16 Causes of faulty dental radiographs | | | | | | | | A | - | B | - | - |
| 9.17 Digital radiography | | | | | | | | | | | | |
| 9.17.1 Principles | | | | | | | | A | - | B | - | - |
| 9.17.2 Process digital radiographs | | | | | | | | a | - | b | - | - |
| 10. PREVENTIVE DENTISTRY TR: AFI 47-101; Dental Hygiene Theory and Practice; Clinical Practice of the Dental Hygienist; Fundamentals of Periodontal Instrumentation | | | | | | | | | | | | |
| 10.1 Preventive dentistry function | | | | | | | | A | - | B | - | - |
| 10.2 Identify risk factors | | | | | | | | | | | | |
| 10.2.1 Personal | | | | | | | | A | 5 | b | - | - |
| 10.2.2 Population health | | | | | | | | A | 5 | b | - | - |

| STS 4Y0X1 | 2.Core/Critical Tasks | | 3. Certification For OJT | | | | | 4. Proficiency Codes and QTP References | | | | |
|--|------------------------------|----------|---------------------------------|-------------------|------------------|------------------|--------------------|--|---------------------------|---------|---------------------------|---------|
| 1. Tasks, Knowledge And Technical References | A | B | A | B | C | D | E | A 3 Skill Level | B 5 Skill Level | | C 7 Skill Level | |
| | Core | Critical | Training Start | Training Complete | Trainee Initials | Trainer Initials | Certifier Initials | Course | (1) QTP | (2) CDC | (1) QTP | (2) CDC |
| 10.3. Clinical phase | | | | | | | | | | | | |
| 10.3.1 Identify the presence of calculus using diagnostic radiographs | 7 | X | | | | | | - | 4 | c | - | - |
| 10.3.2 Perform screening examinations and refer patients as needed | 7 | X | | | | | | - | 4 | c | - | - |
| 10.3.3 Identify and record oral health condition | 7 | X | | | | | | - | 4 | b | - | - |
| 10.3.4 Health care instructions | | | | | | | | | | | | |
| 10.3.4.1 Patient motivation | | | | | | | | B | - | C | - | - |
| 10.3.4.2 Formation of plaque (bio-film) and the relationship to dental disease | | | | | | | | B | - | C | - | - |
| 10.3.4.3 Effects of diet and nutrition on dental health | | | | | | | | B | - | C | - | - |
| 10.3.4.4 Instruct patient on personal oral hygiene techniques and devices | 7 | | | | | | | 2b | 4 | c | - | - |
| 10.3.4.5 Effects of tobacco use. TR: AFI 40-102; AHCPR Pub #96-0962 | | | | | | | | A | 4 | c | - | - |
| 10.3.4.6 Instruct patient on care of dental implants | | | | | | | | a | 4 | c | - | - |
| 10.3.5 Periodontal instruments | | | | | | | | | | | | |
| 10.3.5.1 Use hand instruments | 7 | X | | | | | | - | 4 | c | - | - |
| 10.3.5.2 Use ultrasonic devices | 7 | X | | | | | | - | 4 | c | - | - |
| 10.3.5.3 Use sonic and other devices | | X | | | | | | - | 4 | c | - | - |
| 10.3.5.4 Sharpen periodontal scaling instruments | 7 | | | | | | | - | 4 | c | - | - |
| 10.3.6 Remove accumulated deposits | | | | | | | | | | | | |
| 10.3.6.1 Supragingival | 7 | X | | | | | | - | 4 | c | - | - |
| 10.3.6.2 Subgingival | | X | | | | | | - | - | b | - | - |
| 10.3.6.3 Implanted prostheses | 7 | X | | | | | | - | 4 | c | - | - |
| 10.3.7 Polish teeth | 7 | X | | | | | | - | 4 | c | - | - |
| 10.3.8 Apply topical anticariogenic agents | 7 | X | | | | | | - | 4 | c | - | - |
| 10.3.9 Apply pit and fissure sealants | | X | | | | | | - | 4 | b | - | - |
| 10.3.9.1 Seal open margins of amalgam restorations | | X | | | | | | - | - | - | - | - |
| 10.3.10 Manage patient recall programs | | | | | | | | | | | | |
| 10.3.10.1 Periodontal maintenance | | | | | | | | - | - | b | - | c |
| 10.3.10.2 High caries risk | | | | | | | | - | - | b | - | c |
| 10.4 Community preventive dentistry phase | | | | | | | | | | | | |
| 10.4.1 Function | | | | | | | | - | - | A | - | B |
| 10.4.2 Assist in planning and conducting | | | | | | | | - | - | a | - | b |
| 10.4.3 Conduct presentations | | | | | | | | - | - | a | - | b |
| 10.5 Children's preventive dentistry phase | | | | | | | | - | - | A | - | B |
| <i>This Section Is Used For Dental Hygienists Only</i> | | | | | | | | | | | | |
| 10.6 Bacteriological studies | | | | | | | | - | - | - | - | - |

| STS 4Y0X1 | 2.Core/Critical Tasks | | 3. Certification For OJT | | | | | 4. Proficiency Codes and QTP References | | | | |
|---|------------------------------|----------|---------------------------------|-------------------|------------------|------------------|--------------------|--|---------------------------|---------|---------------------------|---------|
| 1. Tasks, Knowledge And Technical References | A | B | A | B | C | D | E | A 3 Skill Level | B 5 Skill Level | | C 7 Skill Level | |
| | Core | Critical | Training Start | Training Complete | Trainee Initials | Trainer Initials | Certifier Initials | Course | (1) QTP | (2) CDC | (1) QTP | (2) CDC |
| 10.7 Caries susceptibility test | | | | | | | | - | - | - | - | - |
| 10.8 Root Planing | | X | | | | | | - | - | - | - | - |
| 10.9 Provisional splinting – extracoronal | | X | | | | | | - | - | - | - | - |
| 10.10 Localized delivery of chemotherapeutic agents | | X | | | | | | - | - | - | - | - |
| 10.11 Palliative treatment of dental pain | | X | | | | | | - | - | - | - | - |
| 10.12 Local anesthesia | | X | | | | | | - | - | - | - | - |
| 10.13 Regional block anesthesia | | X | | | | | | - | - | - | - | - |
| 10.14 Analgesia | | X | | | | | | - | - | - | - | - |
| 10.15 Other drugs and/or medicaments | | X | | | | | | - | - | - | - | - |
| 10.16 Application of desensitizing medicament | | X | | | | | | - | - | - | - | - |
| 10.17 Diagnostic photographs | | | | | | | | - | - | - | - | - |
| 11. MEDICAL MATERIEL TR: AFI 47-101; AFMAN 23-110 (Vol V on CD ROM) | | | | | | | | | | | | |
| 11.1 Accountability and responsibility | | | | | | | | - | - | A | - | B |
| 11.2 Maintain supply/equipment publications and records | 7 | | | | | | | - | - | - | 6 | b |
| 11.3 Classification and identification of supplies | | | | | | | | - | - | - | - | B |
| 11.4 Research supplies/equipment for procurement using Medical, Federal, or Local source catalogs/computer systems | 7 | | | | | | | - | - | - | 6 | b |
| 11.5 Prepare request for issue/turn-in of supplies and equipment | 7 | | | | | | | - | - | - | 6 | b |
| 11.6 Dental materiel procedures | | | | | | | | | | | | |
| 11.6.1 Manage stock levels | 7 | | | | | | | - | - | - | 6 | b |
| 11.6.2 Store materials TR: Manufacturer's instructions | | | | | | | | | | | | |
| 11.6.2.1 Manage expiration dates | | | | | | | | - | - | - | - | b |
| 11.6.2.2 Storage of dangerous/ flammable materials TR: AFOSH STD 91-501; Modern Dental Assisting | 7 | | | | | | | a | 1/6 | b | 1/6 | b |
| 11.6.2.3 Store disposable items for destruction | 7 | | | | | | | - | 1/6 | b | 1/6 | b |
| 11.6.3 Turn-in disposable items such as needles, blades and syringes for destruction TR: Year 2004 USAF Dental Infection Control Guidelines | 7 | | | | | | | 2b | 1/6 | b | 1/6 | b |
| 11.6.4 Use of medical equipment or supply reports/listings | 7 | | | | | | | - | - | - | 6 | b |
| 11.7 Conduct inventories TR: AFI 47-101; AFMAN 23-110, V 5 | 7 | | | | | | | - | - | - | 6 | b |

| STS 4Y0X1 | 2.Core/Critical Tasks | | 3. Certification For OJT | | | | | 4. Proficiency Codes and QTP References | | | | |
|---|------------------------------|----------|---------------------------------|-------------------|------------------|------------------|--------------------|--|---------------------------|---------|---------------------------|---------|
| 1. Tasks, Knowledge And Technical References | A | B | A | B | C | D | E | A 3 Skill Level | B 5 Skill Level | | C 7 Skill Level | |
| | Core | Critical | Training Start | Training Complete | Trainee Initials | Trainer Initials | Certifier Initials | Course | (1) QTP | (2) CDC | (1) QTP | (2) CDC |
| 11.8 Report unsatisfactory supplies or equipment TR: AFMAN 23-110, V 5 | 7 | | | | | | | - | - | a | 6 | b |
| 11.9 Dental equipment maintenance management TR: AFI 41-201 | | | | | | | | | | | | |
| 11.9.1 Manage aspects of user maintenance | 7 | | | | | | | - | 6 | a | 6 | b |
| 11.9.2 Report defective equipment and utilities for corrective action to appropriate agencies | 7 | | | | | | | - | - | - | 6 | b |
| 11.10 Aid in preparation of budget and financial requirements TR: AFIs 47-101, 47-120 | 7 | | | | | | | - | - | - | 7 | b |
| 11.11 Precious metals and alloys recovery program | | | | | | | | | | | | |
| 11.11.1 Program principles | | | | | | | | - | - | - | - | - |
| 11.11.2 Recover precious metals and alloys | 5 | | | | | | | 2b | - | c | - | - |
| 11.12 Dental Evaluation and Consultation Service TR: AFI 47-101 | | | | | | | | - | - | A | - | B |
| 12. PUBLICATIONS TR: AFI 33-306V1; AF e-Pub site | | | | | | | | | | | | |
| 12.1 Locate and utilize required information in publications | | | | | | | | - | - | a | 8 | b |
| 13. SUPERVISION TR: AFIs 36-2406, 36-2618, Dental Management Guide; AFPAM 36-2241, V1&2, 36-2627; AFMAN 36-2108; JCAHO Guidelines; DCO Implementation Guide | | | | | | | | | | | | |
| 13.1 Orient new personnel | 7 | | | | | | | - | - | - | 8 | b |
| 13.2 Evaluate work methods and performance standards | 7 | | | | | | | - | - | - | 8 | c |
| 13.3 Schedule work assignments and priorities | 7 | | | | | | | - | - | - | 8 | c |
| 13.4 Evaluate performance of personnel | 7 | | | | | | | - | - | - | 8 | c |
| 13.5 Resolve management problems that personnel are unable to solve | 7 | | | | | | | - | - | - | 8 | c |
| 13.6 Counsel personnel and resolve individual problems | 7 | | | | | | | - | - | - | 8 | c |
| 13.7 Initiate action to correct substandard performance by personnel | 7 | | | | | | | - | - | - | 8 | c |
| 13.8 Prepare written job descriptions | 7 | | | | | | | - | - | - | 8 | c |
| 13.9 Evaluate manning, staffing and utilization requirements | 7 | | | | | | | - | - | - | 8 | c |
| 14. TRAINING TR: AFI 36-2201, V3; 4Y0X1 CFETP | | | | | | | | | | | | |
| 14.1 Evaluate personnel to determine need for training | 7 | | | | | | | - | - | - | 8 | c |
| 14.2 Determine/prepare job qualification standards | 7 | | | | | | | - | - | - | 8 | c |

| STS 4Y0X1 | 2.Core/Critical Tasks | | 3. Certification For OJT | | | | | 4. Proficiency Codes and QTP References | | | | |
|---|------------------------------|----------|---------------------------------|-------------------|------------------|------------------|--------------------|--|---------------------------|---------|---------------------------|---------|
| 1. Tasks, Knowledge And Technical References | A | B | A | B | C | D | E | A 3 Skill Level | B 5 Skill Level | | C 7 Skill Level | |
| | Core | Critical | Training Start | Training Complete | Trainee Initials | Trainer Initials | Certifier Initials | Course | (1) QTP | (2) CDC | (1) QTP | (2) CDC |
| 14.3 Conduct training (i.e. upgrade, qualification, and/or continuation training) | 7 | | | | | | | - | 8 | b | 8 | c |
| 14.4 Counsel trainees on their progress | 7 | | | | | | | - | 8 | b | 8 | c |
| 14.5 Maintain training records | 7 | | | | | | | - | - | - | 8 | c |
| 14.6 Monitor effectiveness of upgrade training program | 7 | | | | | | | - | - | - | 8 | c |
| 14.7 Monitor effectiveness of qualification training program | 7 | | | | | | | - | - | - | 8 | c |
| 14.8 Monitor effectiveness of continuation training programs | 7 | | | | | | | - | - | - | 8 | c |

SUMMARY OF CHANGES

This STS was revised based on application of Occupational Survey Report (OSR) data and the outcome of the 2005 Utilization and Training Workshop. Major changes include: deleting the requirement to certify Core tasks; adding the designation of critical tasks that will require certification (critical tasks include infection control and hands on patient care duties); assisting in Prosthodontics and Periodontics were removed as core tasks in an effort to reduce the amount of mandatory clinical rotations and thereby bring added stability to our clinics; DCO driven expanded function duties were added (these duties include but are not limited to: placing rubber dams and matrix bands, placing temporary restorations, fabricating temporary crowns, etc); a section for documentation of tasks and knowledge training requirements for dental hygienist was added; and a process change was implemented to enable credentialed/licensed providers to train/certify tasks without attending the Air Force Training Course.

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Section B - Course Objective List

4. Note: This Information is available from 381TRS/XWAA, 917 Missile Road, Sheppard AFB TX, 76311.

Section C - Support Materials

5. Qualification Training Packages (QTPs).

| Course Number | Course Title | Developer |
|---------------|--|--------------|
| QTP 4Y0X1-1 | Basic Skills | 381 TRS/XWAA |
| QTP 4Y0X1-2 | Clinical Skills - Radiology | 381 TRS/XWAA |
| QTP 4Y0X1-3 | Clinical Skills - Chairside Assisting | 381 TRS/XWAA |
| QTP 4Y0X1-4 | Clinical Skills - Preventive Dentistry | 381 TRS/XWAA |
| QTP 4Y0X1-5 | Patient Administration – Procedures and Programs | 381 TRS/XWAA |
| QTP 4Y0X1-6 | Logistics Management | 381 TRS/XWAA |
| QTP 4Y0X1-7 | Clinic Management | 381 TRS/XWAA |
| QTP 4Y0X1-8 | Supervision and Training | 381 TRS/XWAA |

Section D - Training Course Index

6. Purpose. This section of the CFETP identifies training courses available for the specialty:

6.1. Air Force In-Residence Courses:

| Course Number | Course Title | Location | User |
|----------------|---|-------------------------------|------|
| J1ASC4Y031 000 | Dental Assistant Apprentice | Sheppard AFB, TX | AF |
| J5AZO4Y071 001 | Advanced Oral Hygiene | Lackland AFB, TX | AF |
| J4AJS3S2X1-00X | Air Force Training Course | Local Base | AF |
| ZZ41007 | Airman Leadership School | Local Base | AF |
| YNCOA102 | Air Force Noncommissioned Officer Academy | Selected Bases | AF |
| MAFSNCOA100 | USAF Senior Noncommissioned Officer Academy | Maxwell AFB, Gunter Annex, AL | AF |

| | | | |
|---------|-------------------------|---------------------|----|
| MCLC001 | CMSgt Leadership Course | Maxwell AFB, Gunter | AF |
|---------|-------------------------|---------------------|----|

6.2. AFIADL:

| Course Number | Course Title | Location | User |
|---|---|------------------------------|------|
| CDC 4Y051A | Dental Assistant Journeyman | Gunter Annex, Maxwell AFB AL | AF |
| CDC 4Y051B | Dental Assistant Journeyman | Gunter Annex, Maxwell AFB AL | AF |
| CDC 4Y071 | Dental Assistant Craftsman | Gunter Annex, Maxwell AFB AL | AF |
| 00006 | Air Force Noncommissioned Officer Academy | Gunter Annex, Maxwell AFB AL | AF |
| 00008 | USAF Senior Noncommissioned Officer Academy | Gunter Annex, Maxwell AFB AL | AF |
| 00012G | CD-ROM - SNCO Academy | Gunter Annex, Maxwell AFB AL | AF |
| Note: For information on courses listed in this index refer to web site https://etca.randolph.af.mil , AF-in-residence courses and the AFIADL catalog for non-resident courses. | | | |

6.3. Exportable Enlisted Specialty Training Courses:

| Course Number | Course Title | Location | User |
|----------------|---------------------------------|-------------|------|
| J6AZI4Y071 000 | Advanced Oral Hygiene Practicum | Local Bases | AF |

6.4. Courses Under Development/Revision: None.

Section E - MAJCOM Unique Requirements

7. There are currently no MAJCOM unique requirements.

Section F - Documentation of Training

8. Development of a Work Center Training Plan and the Enlisted Training and Competency Folder. AFI 36-2201, Volume 3, *Air Force Training Program On The Job Training Administration*, authorizes Career Field Managers to place training documentation in one "OJT" record, thus the creation of the Enlisted Training and Competency Folder. The following training information provides specific guidance along with recommended documentation, consistent with current Air Force instructions/directives. All enlisted personnel, from airman basic to chief master sergeant, assigned to a dental treatment facility will have an Enlisted Training and Competency Folder. The folders will be kept current for present duty position. It is recommended that the folder be maintained for future use if the individual leaves the career field. This training guidance focuses on two main areas: 1) Master Training Plan and 2) Documentation of training in the Enlisted Training and Competency Folder.

9. Master Training Plan (MTP) (reference AFI 36-2201, Volume 3, *Air Force Training Program*

On The Job Training Administration, and AFH 36-2235, Volume 11, *Information for Designers of Instructional Systems Application to Unit Training*).

9.1. The Master Training Plan is a reference guide developed for each work center that includes all facets of training for individuals assigned. The MTP is used to standardize training and to provide an overview of the training process for the work center.

9.2. The Master Training Plan should include all documents involved in the training process for the work center. Training will vary from section to section and person to person, but there are certain documents that are required for all MTPs. They are listed below:

9.2.1. Master Task List

9.2.2. Career Field Education Training Plan (CFETP)

9.2.3. Locally developed AF Form 797's

9.2.4. Milestones for tasks and CDC completion

9.2.5. Unit Specific Orientation Checklist

9.2.6. Job descriptions/performance standards

9.2.7. Qualification Training Packages (QTPs)

10. Documentation of Training, The Enlisted Training and Competency Folder.

10.1. The purpose of this section is to provide guidelines and examples of proper documentation for the many forms used in training dental personnel. Training documentation helps to assess readiness capability, individual strengths and weaknesses, and resources needed to support training requirements. It also aids compliance with all Air Force Inspection Agency, Joint Commission on Accreditation of Healthcare Organizations and other regulatory requirements. The Enlisted Training and Competency Folder is limited to the forms presented here and those prescribed in AFI 36-2201, Volume 3, *Air Force Training Program On The Job Training Administration*. The unit training manager can provide assistance with training documentation.

11. Documents included in the 4Y0XX Training and Competency Folder.

11.1 To assemble a training record, use a standard 6-part folder (NSN 7530-00-990-8884, Folder, 6 Section). Attach a computer generated or typewritten label with "Enlisted Training and Competency Folder" centered on the top of the label and the individual's name (Last, First, MI) and last four of their social security number on the bottom of the label. This label is placed in the center of the folder as viewed in portrait orientation. AFVA 250-14, *Privacy Act Statement*, is centered on the bottom half of the folder. Other sections of the 6-part folder are discussed in detail in the paragraphs below. When multiple copies of any form are placed in the 6-part folder, they are placed in chronological order with the most current documentation on top. When

building the new 6-part folder, the parts of the folder will contain the documents filed in the sequence shown in Figure 11-1.

| ENLISTED TRAINING AND COMPETENCY FOLDER | | |
|--|---|--|
| Doe, Jane AB 123-45-6789 | | |
| PART 1 | PART 2 | PART 3 |
| - AF Form 55 | Section A -AF Form 623B Section B -Entire CFETP Section C -AF Form 797 | Section A - AF Form 1098 Mandatory/Inservice Training (examples include LOAC, Age Specific, HIPPA, Ready Program, etc) Note: ARC and ANG will place WIBITS documentation in this section when the individual is deploying. Section B - Dental Assistant QTP Progress Record. Record of sustainment training and competency assessments may also be placed in this section Section C - RSV Website form for RSV Documentation |
| PART 4 | PART 5 | PART 6 |
| Section A - AF Form 623A Section B - AETC Form 156, CDC Score Cards, Unit review field scoring sheets, and other AFIADL forms (removed after upgrade or no longer applicable) Section C - AF Form 803 (removed after upgrade or no longer applicable) | AF Form 2096 or equivalent product showing upgrade to current skill level | Section A - Continuing education documentation pertaining to certifications/licenses required by the career field Section B - - Copy of BLS, ACLS, and PALS cards as applicable Section C - Other applicable training certificates not previously listed. |

Figure 11-1, Organization of the Enlisted Training and Competency Folder.

11.2. Part 1 contains AF Form 55, *Employee Safety and Health Record* (ref, AFI 91-301, *Air Force Occupational and Environmental Safety Fire Protection, and Health (AFOSH) Program*, June 1996).

11.3. Part 2 contains AF Form 623B, *Individual Training Record Label*, Career Field Education and Training Plan (CFETP), and AF Form 797, *Job Qualification Standard Continuation/Command JQS*. **Maintenance of the CFETP is mandatory for all MSgts and below assigned to dental facilities. Dental personnel not currently assigned to dental facilities must keep their CFETP for future use.** The AF Form 797 (Figure 11-2) will be used to document training for tasks that are not otherwise documented in the CFETP.

| JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS | | | | | | | |
|---|-------------|---|---------------|------------------|--------------------|--------------------|--------------------------------|
| CRITICAL TASK | TASK NUMBER | TASKS, KNOWLEDGE, AND TECHNICAL REFERENCES | CERTIFICATION | | | | |
| | | | START DATE | COMPLETION DATE | TRAINEE'S INITIALS | TRAINER'S INITIALS | CERTIFYING OFFICIAL'S INITIALS |
| | 1 | Assist in post mortem identifications. TR: Dental Assistant Journeyman CDC 4Y051A | 22 Oct 05 | 15 Dec 05 | RW | TS | |
| | | | | | | | |
| TRAINEE NAME Warren, Rachel | | | | CFETP/JQS NUMBER | | PAGE NO. | |

AF Form 797, Aug 02, V3

Figure 11-2, Sample, AF Form 797 documentation.

11.4. Part 3 contains AF Form 1098, *Special Task Certification and Recurring Training* (Figure 11-3). Related computer generated products may be used in lieu of the AF Form 1098.

Mandatory training requirements may vary from facility to facility. These requirements should, at a minimum, be reviewed on an annual basis and updated as required.

| SPECIAL TASK CERTIFICATION AND RECURRING TRAINING | | | | | | | |
|--|----------------------|--|--------------------------|-------------------------------|------------|-----------------|----------------|
| | | | | EVALUATION OF TRAINING | | | |
| TASK OR RECURRING TRAINING AND TECHNICAL REFERENCES A. | DATE COMPLETED B. | SIGNATURE OF CERTIFYING OFFICIAL C. | INITIAL OF TRAINEE D. | SCORE OR HOURS E. | TYPE F. | FREQUENCY G. | DUE DATE H. |
| BLS Training | 1 Apr 04 | | | 4 | C | Bi-annual | 1 Apr 05 |
| Patient Sensitivity | 2 May 04 | | | P | | A | 2 May 05 |
| Hospital Safety | 12 May 04 | | | P | | A | 12 May 05 |
| Infection Control | 12 May 04 | | | P | | A | 12 May 05 |
| NAME OF TRAINEE (Last, First, Middle Initial) Arter, Shawn B. | | GRADE SrA | | UNIT AND OFFICE SYMBOL SGD | | | |

AF FORM 1098, APR 85 (EF)

Figure 11-3, Sample, mandatory recurring training documentation.

11.4.1. A Qualification Training Progress Record (Figure 11-4.) is located in each volume of the QTPs. This section documents ongoing completion of QTPs. Qualification Training Progress Records will be removed once skill level upgrade is complete. Each QTP required for the duty section will be maintained in the Master Training Plan (MTP) and will be used as a training source document.

Dental Assistant Qualification Training Progress Record

Rank/Name _____

(Circle One) **Qualification Upgrade Training to: 5-Skill Level 7-Skill Level**

| <i>Volume 2. Clinical Skills - Radiology</i> | | | | | |
|--|----------------------|--------------------|--|-----------------------|---------------------------|
| <i>Core Task</i> | <i>Module Number</i> | <i>Page Number</i> | <i>Module Title</i> | <i>Date Completed</i> | <i>Trainer's Initials</i> |
| 5-L | 1. | 1 | Adjusting Dental Radiographic Equipment | | |
| | 2. | 3 | Exercising Radiation Safety | | |
| 5-L | 3A. | 5 | Exposing Periapical Radiographs Using A Paralleling Technique | | |
| 5-L | 3B. | 7 | Exposing Horizontal Bitewing Radiographs Using A Paralleling Technique | | |
| 5-L | 3C. | 10 | Exposing Vertical Bitewing Radiographs Using A Paralleling Technique | | |
| 5-L | 4. | 12 | Exposing Endodontic Radiographs Using The Bisecting Angle Technique | | |
| 5-L | 5. | 14 | Exposing Occlusal Radiographs Using The Bisecting Angle Technique | | |
| 5-L | 6. | 16 | Producing Panoramic Radiographs | | |
| 5-L | 7. | 19 | Processing, Mounting And Labeling Dental Radiographs | | |
| | 8. | 21 | Duplicating Dental Radiographs | | |

Figure 11-4, Sample, Qualification Training Progress Record.

11.5. Part 4, Section A, contains AF Form 623A, *OJT Training Record Continuation Sheet* (Figures 11-5, 11-6, 11-7, 11-8).

11.5.1. The AF Form 623A will be utilized to document all progress of individual training. Document on AF Form 623A, the start and completion dates of Unit Orientation and reference the date of the orientation checklist. The master copy of the orientation checklist will be maintained in the Master Training Plan (MTP) and the completed copy will be placed in the individual's unit personnel folder. Also, documented on this form are initial and annual reviews of the job description and performance standards to include the dates of the documents. The master documents will be kept in the MTP. In addition, document the member's entry into upgrade training, initial evaluation results, and periodic evaluations of training progress to include CDC progress. Accomplish an initial evaluation when a new person arrives to the clinic or when an individual changes duty positions. Document all other actions pertaining to training

IAW AFI-36-2201, Volume 3, *Air Force Training Program On The Job Training Administration*.

11.5.1.1. Information on extensions, waiver requests, or breaks in training should be clearly documented with copies of any related correspondence. Document any decertification proceedings; include dates, reasons for decertification and other applicable information on the AF Form 623A.

11.5.2. Section B, contains AETC Form 156, *Student Training Report*, CDC score cards, unit review field scoring sheets, and other AFIADL forms. AETC Form 156 documents the level of success, strengths, and weaknesses that a student demonstrated during Technical School. It is mailed to the immediate supervisor shortly after the graduate arrives at his/her duty station. This form is maintained in the 6-part folder until 5-skill level upgrade training is complete.

11.5.3. Section C, contains AF Form 803, *Report of Task Evaluation*. Use AF Form 803 to conduct and document completion of task evaluations during training SAVs, when directed by the commander, or when a task certification requires validation. Remove this form after upgrade or when no longer applicable.

ON-THE-JOB TRAINING RECORD CONTINUATION SHEET

20 Jan 2005 TSgt Melissa Rodriguez is assigned to the Dental Squadron on this date. I have been assigned as her supervisor and trainer and will orient TSgt Rodriguez to the squadron using the Dental Squadron Orientation checklist, dated 20 May 05, located in the Master Training Plan. An initial interview was accomplished on this date. TSgt Rodriguez currently has no disqualifiers that would delay her orientation/training. TSgt Rodriguez stated that her goals during the orientation process were to learn as much as possible and to question the trainers when she was not clear as to the training provided. TSgt Rodriguez seems to be very enthusiastic about working in the Clinical Dentistry Flight and has expressed her desire to take on any challenges that the trainers have to offer. An initial evaluation was conducted. Additional training is needed to meet the work centers position tasks qualifications: The training plan for TSgt Rodriguez has been adjusted to accomplish this training. Or, TSgt Rodriguez was previously qualified on required work center tasks. These qualifications will be re-verified prior to release from unit orientation.

//Signed//
MELISSA RODRIGUEZ, TSgt, USAF
Dental Assistant Craftsman

//Signed//
SCOTT ELY, MSgt, USAF
NCOIC, Clinical Dentistry Flight

20 May 2005 A mid-orientation progress check was accomplished on this date. TSgt Rodriguez has progressed through the dental clinic orientation dated 20 May 2005, with little to no difficulty. She completed her review of the Dental Clinic OIs and has begun required reading of applicable Medical Group instructions.

//Signed//
MELISSA RODRIGUEZ, TSgt, USAF
Dental Assistant Craftsman

//Signed//
SCOTT ELY, MSgt, USAF
NCOIC, Clinical Dentistry Flight

20 Aug 05 TSgt Rodriguez has completed all training on the Clinical Dentistry Flight orientation checklist dated 20 Jan 05. A review of the checklist with TSgt Rodriguez indicates that she was knowledgeable of all items discussed. TSgt Rodriguez stated that she felt comfortable with the training provided and believes that she is ready to be released from orientation. I recommend

TSgt Rodriguez be released from orientation on this date.

//Signed//
MELISSA RODRIGUEZ, TSgt, USAF
Dental Assistant Craftsman

//Signed//
SCOTT ELY, MSgt, USAF
NCOIC, Clinical Dentistry Flight

I concur with the recommendation

//Signed//
RICHARD P. VOGEL, SMSgt, USAF
Dental Squadron Superintendent

LAST NAME FIRST NAME MIDDLE INITIAL
AF Form 623A 197900301, V2

Figure 11-5, Sample, Orientation Documentation (4Y0X1 Model).

***ON - THE - JOB TRAINING RECORD
CONTINUATION SHEET
INITIAL BRIEFING
(Trainee Orientation)***

_____ has been briefed on the On-The-Job Training (OJT) Program and how he/she fits into the program while in upgrade training (UGT). Upgrade training was explained as a dual-channel process designed to qualify an airman for skill level upgrade. Dual-channel OJT is a systematic reportable application of self-study and the craftsman/apprentice principle. Trainees acquire job qualification while performing on the job under supervision. This combination, knowledge and job position qualification constitutes the dual-channel concept. Requirements from AFI 36-2101, 36-2201 and AFMAN 36-2108 were covered. AF Forms 623, 623A, 797, 2096, and the CFETP, STS/JQS or automated JQS, which serves to make up the individual training record, were explained. Responsibilities of the commander, base training, unit education and training manager (UTM), immediate supervisor, trainer, and trainee were discussed. The career development course (CDC) was briefly discussed and will be explained in detail when the CDC arrives. Requirements for upgrade in your AFSC 4Y0X1 are: (1) Satisfactory completion of CDC 4Y051 A&B for upgrade to the 5-skill level and CDC 4Y071 for upgrade to the 7- skill level; (2) Satisfactory completion of all appropriate skill level core and duty related tasks; and (3) Supervisor recommendation for upgrade. Each airman in grades E-1 through E-7 has an AF Form 623, and CFETP or JQS. The CFETP or JQS contains most duty related tasks and should be annotated to show training has or is occurring in those tasks the airman is required to perform in his/her current duty position, all AFMAN 36-

2108 mandatory requirements for upgrade, and core task requirements. In the CFETP, the trainer, trainee, and certifier (as applicable) have a space to initial when training is completed. After upgrade the CFETP or JQS will continue to be used to document further qualification training.

SUPERVISOR'S SIGNATURE TRAINEE'S SIGNATURE DATE

Figure 11-6, Sample, Initial Upgrade Training Briefing

***ON - THE - JOB TRAINING RECORD CONTINUATION SHEET
TRAINEE'S RESPONSIBILITIES DURING UPGRADE TRAINING (UGT)***

1. Read and understand your Air Force Specialty (AFS) description, training requirements, objectives, and training record (AF Form 623).
2. Budget time (on and off-duty) for timely completion of CDCs and keep all CDC materials for future reference and study.
3. Attain and maintain qualification in your assigned AFS.
4. After CDC briefing trainee will do the following: (Read and initial)

- _____ a. Read "Your Key to a Successful Course."
- _____ b. Make all required course corrections and return entire package to your supervisor.
- _____ c. When you are issued your first volume you will read and study the volume, chapter, and answer the self-test questions and the unit review exercises (URE). Questions are to be answered in the space provided when possible. Highlight/reference where answers are found in the most effective manner determined by the supervisor.
- _____ d. Supervisor will check URE and self-test questions for accuracy and completeness. You will correct all incorrect responses.
- _____ e. Supervisor issues the ECI Form 34 (Field Scoring Sheet) for you to transcribe your answers from the URE. The URE is a teaching device and must be administered as open book exercises. All scores less than 100 percent require review training.
- _____ f. Minimum acceptable training consists of correcting incorrect responses, reading the appropriate area from which the question was taken, and a verbal question and answer session.
- _____ g. Your next volume is issued by your supervisor. You must work it in the same manner as above for the entire course.
- _____ h. Upon completion of your last volume you and your supervisor will immediately start a comprehensive review of the entire CDC to prepare for your course examination.

5. Review and discuss training requirements with supervisor regularly. Provide input on your training and ask questions.
6. Upon satisfactory completion of your career knowledge training, position qualification, and mandatory requirements listed in AFMAN36-2108, your supervisor will initiate upgrade action on you.

SUPERVISOR'S SIGNATURE / TRAINEE'S SIGNATURE DATE

Figure 11-7, Sample, Upgrade Documentation (4Y0X1 Model).

| |
|---|
| <p>. ON - THE - JOB TRAINING RECORD CONTINUATION SHEET</p> |
| <p>20 May 05</p> <p>I know where to find a current copy of my job description and performance standards. I have read and discussed them with my supervisor, and understand my duties and responsibilities. If I have questions or concerns I will seek assistance from my supervisor.</p> <p>//Signed// STANLEY P. SKIPPER, A1C, USAF Dental Assistant Apprentice</p> <p>20 May 05</p> <p>A1C Skipper has completed his review of his job description and performance standards on this date. I am confident that he is thoroughly familiar with standards and expectations. At this time A1C Skipper has no questions or concerns.</p> <p>//Signed// LARAE L. CHAPMAN, TSgt, USAF NCOIC, General Dentistry Element</p> |
| <p>LAST NAME FIRST NAME MIDDLE INITIAL</p> <p>Skipper, Stanley P.</p> |

AF Form 623A 197900301, V2

Figure 11-8, Sample, Job description/performance standards review (4Y0X1 model).

11.6. Part 5 contains AF Form 2096, *Classification On-The-Job Training Action*. This form will be used to document official training actions, i.e. award of skill level, training status changes, and decertification. NOTE: A PC III automated document may be substituted for AF Form 2096.

11.7. Part 6 contains continuing education documentation pertaining to certifications required by the career field; copies of BLS, ACLS, and PALS cards and other applicable training certificates may also be placed in this section.